

## **Course Outline for Office Ergonomics Half-Day Training Program**

**Who Should Attend:** Supervisors, JHSC, H&S Reps, any personnel, who as part of their job, need to become acquainted with Ergonomic hazards in an office environment, should attend this training.

**Maximum # of participants:** 15

**Prerequisites:** None

**Duration:** Half-Day

**Record of Training:** All participants who successfully complete this program will receive a "Certificate of Achievement."

### **Learning Objectives**

At the conclusion of this training, participants will have a basic understanding and practical application of identifying, assessing and recommending controls for ergonomic hazards typically found in an office environment. A combination of lecture, group work, and a DVD is utilized for learning. The participants will each receive a copy of the presentation and handouts. Groups will assess an office work area for the practical component of training.

*The following topics will be discussed with active class participation.*

<b>Time</b>	<b>Learning Objective</b>	<b>Structure and Content</b>
08:00 - 08:15	Meet & Greet	Registration, Introductions, Review course schedule and objectives
08:15 - 08:40	Overview	Discuss Ergonomics in Ontario Workplaces article (ACE) & MSD Guideline for Ontario (OHSCO). Explain related legislation and standards
08:40 – 09:00	Knowledge Visual Practical	Discuss factors associated with body posture, environment, accessories & equipment Introduce Basic Computer Station checklist
09:00 - 09:20	Knowledge	Define Ergonomics. Provide Manual material handling task examples Discuss ergonomic and manual material handling injuries, health effects in general.
09:20 – 10:00	Visual	Ergonomics DVD
10:00 – 10:15	<b>BREAK</b>	
10:15 – 10:25		Explain methods for identifying, assessing & controlling ergonomic hazards
10:25 - 10:40	Knowledge	Discuss effects of work station, tool & equipment, environmental and work organization design risk factors Discuss injuries of wrists and hand movements
10:40 – 11:00	Knowledge	Discuss benefits of stretching exercises Recognize common causes of back injuries Explain basic anatomy & physiology of the spine Review Safe Lifting techniques
11:00 – 11:10	Practical exercise	Organize groups for practical evaluations – Groups select 1 area each to evaluate. Direct class to EHA and other related forms. Introduce & explain the process for completing EHA form and observing/assessing jobs for ergonomic hazards.
11:10 – 11:35	Practical exercise	Using the Observation method, the blank EHA form and related documents, each group conducts one evaluation of one work area or person. Instructor assists groups during this process. Class returns to training room when done.
11:35 - 11:50	Practical exercise	Groups discuss possible improvements that could be made to the jobs observed. Groups will explain rationale for recommendations.
11:50 – 12:00	Course Evaluation	Distribute and collect course evaluations