

Ergo Coach Office Ergonomics Training Course 2012

Training Schedule – 1 day Course

Course Schedule 8:30 a.m. - 4:30 p.m. with 1 hour Lunch (can be adjusted to suit)
(short stretch break mid- morning and afternoon)

Morning - 8:30

Introduction/Objectives

Slide Presentation -

- What is Ergonomics?
- Factors that Play a role in Office Ergonomics
- Common Musculoskeletal Problems
- Anatomy/ Posture
- Prevention of Problems/ergonomic solutions
- Stretching Exercises

Ergonomic Chairs –Features and adjustments

Approach to Optimizing Work station Set up

Lunch

Afternoon- 1 p.m.

Record Keeping - Brief form to record set up and recommendations

Practical session

- Optimizing workstation set up for variety of individuals
- Teaching How to adjust the chair

Course Evaluation

Ergo Coach Training -2012

1 day course

Course Objectives

Upon completion of this course, participants will:

- Understand ergonomics and its' role in the office environment
- Have a basic knowledge of current ergonomic guidelines and standards
- Have a basic knowledge of anatomy and posture
- Understand common musculoskeletal problems, their causes and risks.
- Recognize typical problems in workstation set up
- Know how to adjust an existing workstation and have some knowledge of new furniture & equipment applications
- Be able to teach an employee how to optimize the adjustment of their chair.