

## Office Ergonomics, On-Line Training

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|------------------------|------------------|
| <b>Course number:</b>  | ESOL-43          |
| <b>Duration:</b>       | Approx 60 Min    |
| <b>Cost:</b>           | 45.00 Per Person |
| <b>Pre-requisites:</b> | None             |



### Course Description

Overuse and “wear and tear” injuries continue to be among the most costly work related injuries in industry today. These pains and strains can range from mild discomfort or lead to severe pain and disability. Our office ergonomics training program identifies the risk factors associated with poor ergonomic positioning but more importantly the controls necessary to prevent musculoskeletal disorders from occurring.

Upon successful completion, a **2 year Office Ergonomics certificate** will be issued automatically.

### Online Course Content

#### Introduction

- ✚ Cost of ergonomic injuries to industry

#### Ergonomics Defined

- ✚ Physical and biomechanical safety of workers
- ✚ Physical ergonomics
- ✚ Cognitive ergonomics
- ✚ Organizational ergonomics
- ✚ Institute of work & health

#### Musculoskeletal Disorders

- ✚ Lost time claims statistics
- ✚ Tendonitis, vibration, white finger, nerve compression disorders
- ✚ Tenosynovitis, Epicondylitis, carpal tunnel, cubital tunnel, pronator teres syndromes

#### Identifying Risk Factors

- ✚ Force, repetition, posture, duration, contact stress
- ✚ Lifting techniques, typing

### Ergonomic Guidelines

- ✚ Importance, frequency of use, function, sequence, sufficient space

### Workstation Layout

- ✚ Ergonomic desk design & layout
- ✚ Monitor, keyboard \* mouse
- ✚ Seating, desk, telephone & lighting
- ✚ Task design