



Office Ergonomic Evaluator Certification Course – On Demand

Jim Mecham, MSIE, OTR/L, CPE

Day 1

Time	Subject	Content	Method of Instruction
57 minutes	Introduction to Office Ergonomics	Definitions of office ergonomics, anthropometrics, OSHA standards, ergonomic books, and present research	Lecture, Power Point
14 minutes	Developing an Office Ergonomics Program	Approaching management, approaching companies, forming an office ergo committee	Lecture, Power Point
37 minutes	Office Ergonomic Musculoskeletal Disorders	Discuss various upper extremity and low back musculoskeletal disorders and evidence-based causes	Lecture, Power Point
12 minutes	Office Ergonomic Analysis	Performing an office ergo analysis using various assessment tools	Lecture, Power Point, Course Material
36 minutes	Office Ergonomic Risk Factors	Identification of office risk factors – Physical, Environmental, Psycho-Physical and Psycho-Social	Lecture, Power Point
12 minutes	Office Ergonomic Controls	Overview of office engineering controls, administrative controls, work practice controls, and medical management	Lecture, Power Point
107 minutes	Office Ergonomic Job Modification	Implement office ergonomic job modifications, including seating, seat design, sit/stand desk height, monitor placement, appropriate work envelope, illumination, noise, keyboards, laptops, and mouse	Lecture, Power Point, Demonstration, and Various Office Ergonomic Equipment
18 minutes	Perform an Office Ergonomic Evaluation	Watch and participate as the class instructor performs an office ergonomic evaluation and step by step as they perform job modification techniques	Hands On Participation, Video