



Office Ergonomic Evaluator Certification Course

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Day 1 – Office Ergonomics

Time	Subject	Content	Method of Instruction
8:00 – 8:15	Orientation	Tour of facility, introduction of attendees and instructors, course overview	Lecture, Tour, Power Point
8:15 – 9:30	Introduction to Office Ergonomics	Definitions of office ergonomics, anthropometrics, OSHA standards, ergo books, and present research	Lecture, Power Point
9:30 – 10:00	Developing an Office Ergonomics Program	Approaching management, approaching companies, forming an office ergo committee	Lecture, Power Point, Software
Break 10:00 – 10:15			
10:15 – 10:45	Office Ergonomic Musculoskeletal Disorders	Discuss various upper extremity and low back musculoskeletal disorders and evidence based causes	
10:45 – 11:15	Office Ergonomic Analysis	Performing an office ergo analysis using various assessment tools, postural design for VDT	Lecture, Power Point, Handouts, Video
11:15 – 12:00	Office Ergonomic Risk Factors	Identification of office risk factors – Physical, Environmental, Psycho-Physical and Psycho-Social	
Lunch 12:00 – 1:00			
1:00 – 1:30	Office Ergonomic Controls	Overview of office engineering controls, administrative controls, training and medical management	Lecture, Power Point
1:30 – 3:00	Office Ergo Job Modification	Making office job modifications, seating, seat design lighting, noise, keyboards, laptops, mouse and report	Lecture, Power Point, Handouts
Break 3:00 – 3:15			
3:15 – 4:00	Office Ergonomic Practicum	View various office ergonomic work stations and determine the risk factors, outline the necessary controls and provide job modification recommendations	Lecture, Power Point, Handouts
4:00 – 4:30	Perform an Office Ergonomic Job Modification	With the class instructor watch and participate as the class instructor performs an office ergonomic evaluation and step by step as they perform job modification techniques	Hands On
4:30 – 4:45	Wrap up	Course review and questions	Lecture