



# 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
<b>Break 10:00 – 10:15</b>			
10:15 – 10:45	Office Ergonomic Musculoskeletal Disorders	Discuss various upper extremity and 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	Lecture, Power Point
<b>Lunch 12:00 – 1:00</b>			
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
<b>Break 3:00 – 3:15</b>			
3:15 – 4:00	Perform an Office Ergonomic Evaluation with the course instructor	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
4:00 – 4:30	Certified Office Ergonomic Evaluator Quiz	Perform a 20 question quiz to complete the course and as the first steps in obtaining the designation of Certified Office Ergonomic Evaluator	Quiz
4:30 – 4:45	Wrap up	Course review and questions	Lecture and discussion