

## 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                |