



Office Ergonomic Evaluator Certification Course – On Demand

Jim Mecham, MSIE, OTR/L, CPE

Day 1

Time	Subject	Content	Method of Instruction
4 minutes	Office Ergonomic Orientation	Welcomes learners to the course and provides an overview of expectations, navigation, and key objectives.	Lecture, PowerPoint
60 minutes	Introduction to Office Ergonomics	Provides an introduction to office ergonomics, covering key definitions, standards, foundational concepts, exploring anthropometrics, and research-backed principles.	Lecture, PowerPoint
27 minutes	Developing an Office Ergonomics Program	Outlines how to develop and implement an effective office ergonomics program, from building business opportunities and approaching companies to establishing a structured, organization-wide strategy.	Lecture, PowerPoint
36 minutes	Office Ergonomic Musculoskeletal Disorders	Discusses common office-related musculoskeletal disorders, including microtrauma, carpal tunnel syndrome, trigger finger, and elbow conditions such as epicondylitis.	Lecture, PowerPoint
51 minutes	Office Ergonomic Analysis	Overview of the office ergonomic analysis process and introduces key assessment tools, including the RULA and ROSA method, to evaluate workstation risk factors.	Lecture, PowerPoint, Material
20 minutes	Office Ergonomic Risk Factors	Introduces the key types of ergonomic risk factors, including physical, environmental, psychophysical, and psychosocial—and how they contribute to musculoskeletal disorders	Lecture, PowerPoint
9 minutes	Office Ergonomic Controls	Covers key ergonomic control strategies, including engineering, administrative, work practice, and medical management approaches, to reduce workplace risk factors.	Lecture, PowerPoint
128 minutes	Office Ergonomic Job Modification	Provides a overview of office ergonomic job modifications, covering key workstation components such as seating, desks, monitors, keyboards, and accessories.	Lecture, PowerPoint, Demonstration, Office Ergonomic Equipment
11 minutes	Written Report	Outlines how to document ergonomic evaluations by clearly summarizing risk factors, analysis findings, and recommended solutions.	Lecture, PowerPoint
117 minutes	Perform an Office Ergonomic Evaluation	Guides learners through performing a comprehensive office ergonomic evaluation, from identifying problem areas and analyzing risk factors to applying assessment tools and developing recommendations.	Hands-On, Video
30 minutes	Quiz		Lecture, PowerPoint, Quiz