

# Office Ergonomics Training

## **Course Outline:**

- Introduction & Legislation:
  - Ergonomics defined (Physical, Emotional and Environmental)
  - Cost of ergonomic injuries to industry
  - Lost time claims statistics
- Musculoskeletal Disorders (MSDs):
  - Identifying Risk Factors
  - MSD's - Types of injuries
  - Symptoms of MSDs
  - Tendonitis, Tenosynovitis, Epicondylitis
- Ergonomic Guidelines & Workstation Layout:
  - Elements of Office Ergonomics and avoiding injuries
  - Office setup for desk, chair, standing, monitors, keyboards, mouse, lighting.
  - Heavy lifting procedures and work habits
  - Office exercises/stretchers: wrist, arms, back neck etc.
- Overview & Summary:
  - Conclusion and Review of topics covered in this course
- Interactive exercises, tests & certificate

[Click here](#) to register for this course.