

Employee Training : Office Ergonomics



This 45-minute workshop will provide participants with knowledge regarding ergonomic principles, injury risk reduction, and optimal workstation set up.

Participants will learn how to adjust all workstation components to optimize fit and comfort. They will also be able to identify and modify personal habits and postures that pose risk.

This training provides a proactive, and efficient approach to the prevention of musculoskeletal injury, and can compliment an existing ergonomics program.



Work-Able SOLUTIONS

Occupational Therapy Consulting Services

Workplace solutions aimed at:

Enhancing Function. Preventing Injury.

www.workablesolutions.ca

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Employee Training: Office Ergonomics

Workshop Topics:

Intro to office ergonomic principles

Neutral posture and safe work zones

Common posture problems

Optimal workstation set-up:

- Adjust the office chair
- Position the keyboard and mouse
- Adjust the monitor

Task lighting

Working with documents and telephones

Movement and posture breaks

Participants will:

Obtain basic knowledge regarding the application of ergonomics in the office environment

Learn to identify risk factors

Learn how to adjust all workstation components to meet ergonomic standards

Engage in interactive problem solving that will enhance skill and improve confidence

Receive handouts including a step-by-step workstation set-up tool

Add the *ERGO-BLITZ*

Add a 20-minute Ergo-Blitz after the training to improve ergonomic outcomes.

During the Ergo-Blitz, the occupational therapist will attend each individual at their workstation for 20-minutes, and assist them to apply the training to adjust and set-up all equipment according to ergonomic principles.

Your organization will receive a summary report listing what was adjusted, and any ergonomic recommendations made for each workstation included in the Blitz

Fee per person: \$80

Workshop Fee: \$480

Maximum Participants: 50

To arrange training please contact us

204-338-0601 or info@workablesolutions.ca

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