

Office / Computer Workstation Ergonomics Courses

Basic Office Ergonomics Awareness (1 hour)

This session is designed to provide workers with an overview of office ergonomics hazards, focusing on work postures, the proper set-up of chairs, monitors, keyboards, mice, and work surfaces, and how simple changes can reduce their discomfort and improve performance.

Recognizing Office Ergonomics Hazards (1/2 day)

This session is designed for managers, supervisors, and office workers. Session participants will gain an enhanced understanding of office ergonomics design issues, design related hazards, and why and how poor design contributes to pain and discomfort. Participants will also be introduced to ESA's Hazard Identification Checklist for Office Workstations, and provided an opportunity to use the checklist and interpret its findings. This will be followed by a discussion of a participative approach to reducing exposure to the identified hazards. Participants are provided with ESA's Recognizing Office Ergonomics Hazards booklet.

Office Ergonomics – Risk Assessment and Problem Solving (2 days)

ESA's Office Ergonomics – Risk Assessment and Problem Solving workshop is designed for joint health and safety committee members, health and safety professionals, occupational health nurses, human resources professionals, workplace wellness coordinators or anyone who is interested in the full scope of office ergonomics. The workshop will provide participants with the knowledge, understanding and ability to identify the physical and organizational design issues that contribute to worker pain and discomfort and reduced performance in office workplaces. Participants will be introduced to ESA's Office Ergonomics Risk Assessment and Problem Solving Toolkit, that includes a series of checklists and risk assessment tools that can be used to help recognize hazards, assess all aspects of office workstation design, and implement effective solutions to the problems identified. Participants are provided with ESA's Office Ergonomics – Risk Assessment and Problem Solving Manual.

Preventing Manual Materials Handling Injuries

Recognizing Manual Materials Handling Hazards (1/2 day)

This session is designed for managers, supervisors, and workers. Session participants will gain an enhanced understanding of the work-related hazards associated with manual materials handling (MMH) tasks (e.g. lifting, lowering, carrying, pushing and pulling) and why so many workers are injured while performing them. Participants will also be introduced to ESA's MMH Hazard Identification Checklist, and provided an opportunity to use the checklist and interpret its findings. This will be followed by a discussion of a participative approach to reducing exposure to the identified hazards. Participants are provided with ESA's Recognizing Manual Materials Handling Hazards booklet.

Manual Materials Handling Skills Training (1/2 day)

This session is designed to provide workers with practical knowledge of good manual materials handling techniques (e.g. lifting, lowering, carrying, pushing and pulling). Each participant will be able to develop enhanced MMH skills through guided practice and coaching. Participants will learn how to assess MMH tasks before performing them, how to use optimal body mechanics, and why each MMH technique needs to be used. They will also be provided information on how they can minimize their injury risk when the work area or task design does not allow for the use of optimal MMH techniques. Participants are provided with ESA's Using Better MMH Techniques booklet.

Manual Materials Handling – Risk Assessment and Problem Solving (2 days)

ESA's Manual Materials Handling – Risk Assessment and Problem Solving workshop is designed for joint health and safety committee members, health and safety professionals, occupational health nurses, human resources professionals, workplace wellness coordinators or anyone who is interested in understanding the hazards related to manual materials handling (MMH) tasks and preventing the MMH related injuries. The workshop will provide participants with the knowledge, understanding and ability to identify the physical and organizational design factors that increase the risk of injury to workers performing MMH tasks. Participants will be introduced to ESA's MMH Risk Assessment and Problem Solving Toolkit, that includes a series of checklists and risk assessment tools that can be used to recognize MMH hazards, assess all aspects of MMH related tasks, and implement effective solutions to the problems identified. Participants are provided with ESA's Manual Materials Handling – Risk Assessment and Problem Solving Manual.

Preventing Musculoskeletal Disorders (Muscle Strain & Pain)

Recognizing Hazards for Musculoskeletal Disorders (1/2 day)

This session is designed for managers, supervisors, and workers. Session participants will gain an enhanced understanding of the work-related hazards that are directly linked to the development of work-related strains and pain, otherwise known as musculoskeletal disorders (MSDs). Participants will also be introduced to ESA's MSD Hazard Identification Checklist, and provided an opportunity to use the checklist and interpret its findings. This will be followed by a discussion of a participative approach to reducing exposure to the identified MSD hazards. Participants are provided with ESA's Recognizing MSD Hazards booklet.

Musculoskeletal Disorders – Risk Assessment and Problem Solving (2 days)

ESA's Musculoskeletal Disorders – Risk Assessment and Problem Solving workshop is designed for joint health and safety committee members, health and safety professionals, occupational health nurses, human resources professionals, workplace wellness coordinators or anyone who is interested in preventing musculoskeletal disorders. The workshop will provide participants with the knowledge, understanding and ability to identify the physical and organizational design factors and hazards that contribute to the development of musculoskeletal disorders. Participants will be introduced to ESA's Musculoskeletal Disorders - Risk Assessment and Problem Solving Toolkit, that includes a series of checklists and risk assessment tools that can be used to recognize MSD hazards, assess the risk that is associated with exposure to these hazards, , and implement effective solutions to the problems identified. Participants are provided with ESA's Musculoskeletal Disorders – Risk Assessment and Problem Solving Manual.