

## **Course Name: Office Ergonomics**

### **Course Description**

The **objective** of this course is to:

1. Provide participants with the risk factors and causes of MSD's and RSI's.
2. Develop skills to recognize and control ergonomic issues associated with poor ergonomic workstations.
3. Identify the risk factors associated with poor ergonomics.
4. Establish the groundwork for the benefits of an effective ergonomics program.
5. Apply ergonomic principles to an office setting.

### **Target Audience**

This course is designed for:

- All levels of management who want to understand the importance of good office ergonomics, and
- Other interested parties who want to understand and know how to minimize the risks inherent in poor ergonomics.

### **Course Outline**

The course is developed following the competency-based training structure. You will:

- Understand ergonomics related injuries and their definitions;
- Learn office and industrial ergonomics;
- Strategies to minimize risk associated with ergonomics;
- Develop your skills to conduct ergonomic assessments required by legislation, and
- Learn what you can do to prevent injury associated with ergonomics.

### **Length of the Course**

The course should take up to 8 hours to complete successfully.

### **Course Location**

The course is offered on a regularly-scheduled basis, or where requested.

### **Course Evaluation and Certification**

The final exam is a two part section. One is an in-class examination and the other part is a take home-exam where the participants are to assess an ergonomic workstation and implement their learning and comprehension against a minimum. This can be re-written, if necessary.

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All participants who successfully complete the final test will be issued a wallet-sized and wall mounted certificate upon successful completion.

## **Course Pre-requisites**

There is no pre-requisite for this course.

## **Materials**

There is no manual associated with the course. All course material will be provided by the Jacques Whitford Training Institute (JWTI).

## **Supplementary Reading(s)**

There is no requirement to read supplementary material, however basic understanding of Provincial Health and Safety Legislation is necessary.

## **Instructor Information**

This is an in-class course authored by a team of health and safety specialists and instructional designers from the **Jacques Whitford Training Institute** (JWTI).

## **Course Cost**

Please contact [course\\_admin@jacqueswhitford.com](mailto:course_admin@jacqueswhitford.com) or call 613-738-0708 ext 3204 for more information regarding course costs.

## **Other Important Information**

- A 24-hour cancellation notice is required by the participant. Failure to notify the instructor of cancellation a 100% charge will be applied. At the discretion of the instructor the cancellation fee may be waived.
- The passing grade for the final test is 80%.
- The test questions are randomized and the order of the answers is randomized.
- You are allowed to re-write the take-home competency test once without penalty. If you are unable to meet the minimum standard, a face-to-face conversation will follow to provide additional help.

## **Available Support Services**

If you have any questions, please contact [course\\_admin@jacqueswhitford.com](mailto:course_admin@jacqueswhitford.com) or call Course Admin at JWTI (613) 738-0708 ext. 204.