



OFFICE ERGONOMICS



Course Information

Course Name	Office Ergonomics
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Hazard Communication
Course Duration	20 minutes

Course Overview

Ergonomics play an important role in office design and operation. Designed to meet OSHA requirements, this course helps employees incorporate ergonomics into their work to prevent pain, injury and illness. The course focuses on musculoskeletal disorders (MSD) like bad posture, repetitive motion disorders and muscle tension that can develop over long periods of time. You will discover how small changes in things like desk height, chair design, furniture placement and device use can make working much more efficient. Since MSD risk factors aren't confined to the office, we will also cover risks associated with recreational pursuits and home computer use. Ergonomics addresses corrective procedures to deal with MSD, saving pain, absenteeism and lost productivity.

Office Ergonomics

Who should attend?	• Health and Safety Officer • Team leader/Supervisor/Foreman • Office Manager • Health and Safety Representative • Risk Assessor • Employees exposed to ergonomics Hazards
Course Objectives	In this course you will be able to: • make appropriate alterations in office layout to prevent MSD problems • modify repetitive behaviours to help avoid MSD development • recognize MSD symptoms and look at treatment options • treat MSD symptoms according to medical recommendations • identify CTDs • recall overall principle underlying ergonomics in the workplace • identify ergonomics best practices
Benefits	• Improvement in job efficiency • Improves productivity • Improves quality • Improves employee's engagement • Creates an improved understanding and awareness leading to safety-oriented culture • Costs involved in employing ergonomic methods and equipment

Course Content

Course Modules	1. Introduction 2. What are CTD's 3. Warning Signs, Symptoms and Solutions 4. Prevention: Ergonomic Safety and Health Program
Certification	• Certificate of competence • Certificate of attendance
Assessments	• If applicable, an assessment at the end of the course will be required. • A minimum of 60% is to be achieved to attain a Competence Certificate. • If you achieve lower than 60% but get between 40 – 59% a second attempt will become available.

- If you get lower than 40% and fail the second attempt, you will need to re-purchase the course.
- If applicable, an attendance certificate is awarded to you

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHEQ, ISO, Engineering, Finance, Business and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes:

- ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, 22301 and 45001 standards.
- Integrated Management Systems development whereby we integrate several business systems and environmental, quality management solutions into a single management system to comply with various environmental, quality and safety standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of the International Standards.
- ISO and Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.

- Customised web-based solutions integrating current systems to be in line with ISO requirements

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing