

OFFICE ERGONOMICS TRAINING

Office Ergonomic Training consists of an interactive 45 minute workshop designed to reduce the risk of Carpal Tunnel Syndrome and other musculoskeletal injuries. Training is targeted to those employees who work in an office setting. This workshop will teach safe work behavior and body mechanics through the actual practice of the techniques being imparted. Participants will also be taught appropriate stretching and strengthening exercises that can be performed at their work area.

Emphasis is placed on motivating employees to accept responsibility for the set-up of their workstations and for the care of their bodies. Participants will learn about the **misconception** of ergonomic equipment as the primary solution for aches and pains, and will instead be encouraged to regard themselves as *industrial athletes* who must have a body that is fit for the job and that resists fatigue. These workshops are geared to be a positive, dynamic, interactive, and educational experience for all who attend and participate.

Workers with specific questions will then have a chance to sign up for individual 10 minute workstation checks.

The outline of the workshop is as follows:

- I. Introduction of Ergonomics
- II. Body as a Machine - Staying Healthy and Productive
- III. Ergonomic Office Set-up (Work and Home)
- IV. Stretching/Active Strengthening Exercises
- V. Question/Answers

At the end of this training program, those participating should be better able to:

- * Understand their role in injury prevention
- * Understand how the body works
- * Understand how fatigue and poor biomechanics lead to injury
- * Set-up a safe ergonomic workstation
- * Demonstrate proper work body mechanics and stretching techniques
- * Understand that ergonomic equipment plays only a minor role in injury prevention