



Office Ergonomics Programme Outline

The healthandsafetymanager.ie Office Ergonomics training programme aims to equip participants with the necessary knowledge, skills and attitude to identify Office Ergonomics risks within the workplace and to deal with them effectively. .

Overview of Modules

Module 1: Health and Safety Legislation

- 1.1 The Health, Safety and Welfare at Work Act 2005
- 1.2 Display Screen Equipment and Manual Handling regulations

Module 2: How the body works

- 2.1 Structure of the back and discs
- 2.2 Muscles Tendons and Ligaments
- 2.3 Neck and Shoulder Pain
- 2.4 RSI (Repetitive strain)

Module 3: Ergonomics

- 3.1 Assessing Office Ergonomics tasks
- 3.2 Basic lift
- 3.3 Lifting to and from height
- 3.4 Adjusting your chair, Keyboard, Mouse and Monitor
- 3.5 The office environment.
- 3.6 Workplace inspections

Module 4: Recall and validation

- 4.1 Demonstration and written validation

Learning Outcomes

By the end of this programme, participants will:

- ⇒ Be aware of their responsibilities under health and safety legislation
- ⇒ Be aware of the employer's duties under health and safety legislation
- ⇒ Understand how the back works
- ⇒ Be able to demonstrate safe lifting and carrying techniques

Programme Duration

3 Hours

Who should attend?

All office based employees or those who use PCs as a significant portion of their daily tasks.

Who we are.

healthandsafetymanager.ie is your H&S department outsourced. We can provide you with a dedicated consultant for your business who will :-

- ⇒ Deliver your safety training,
- ⇒ Carry out your risk assessments,
- ⇒ Record, investigate and analyse your accidents,
- ⇒ Liaise with your insurers,
- ⇒ Develop a health and safety plan for your business,
- ⇒ Essentially do everything an internal Health and Safety Manager would.

We also provide access to a web site that provides essential Health and Safety information and gives you access to all your records via a secure server.

This service has been designed specifically for SME's who are not in a position to employ a full time Health and Safety Manager but who recognise the need to have Health and Safety managed and ensure that the company is protected in so far as is possible from litigation and official sanction.

The ultimate goal for healthandsafetymanager.ie is to help employers protect their employees, reduce risk in general, reduce insurance costs and and ultimately pay for itself by reducing risk related overheads within the SME.