



# ERGONOMICS IN THE WORKPLACE

Ergonomic Training Courses for the Company  
(Train the Assessor in Office Ergonomics)

Corporate.Work.**Health.**  
Australia.

Corporate Work Health Australia have identified that companies need to up skill workers so that they can ease the burden of using external consultants for office ergonomic workstation training and risk assessments. We have therefore developed a series of workshops focused towards educating key workers on how to set up office workers at their workstation and perform simple desk assessments.

## Level 1 Educating Workers on How to Set a Worker up at their Workstation - 2 hours

This practical based seminar has been designed to provide a group of workers with a better understanding of how to set up an office workstation, allowing them to assist workers in setting up a workstation for a new worker, or a worker who has relocated within the office. Suitable for those companies wishing to provide refresher training on how to set up a workstation and for those companies where workers are at high risk of developing musculoskeletal complaints due to spending long periods of time at their desk.

### Who Would Benefit From This Training Session?

- Companies who wish to train key workers (HR, OHS, People & Culture, Team Leaders) in being able to set other workers up at their workstation
- This is the ideal workshop for companies needing to set up new workers, workers returning from maternity leave and workers who have changed desks
- Companies who would like to promote a more active workplace and educate their workers on how to improve their sitting and working postures and office ergonomics

### Subjects covered include:

- Ergonomic Chairs - the ins and outs for the variety of workers in your workplace
- Setting up the chair for a worker in relation to the desk available
- How to set a worker up for a fixed height or height adjustable (sit/stand) desk
- Footrests - when and how
- Keyboard and mouse setup
- Monitor setup - single or multiple
- Phone and document setup
- When to refer for an external assessment

### Includes:

- PDF course handout for each attendee
- Certificate of completion
- A5 educational PDF flyer for the company to provide to workers
- PDF office ergonomics poster

### Training Requirements:

- Training is conducted onsite at your workplace so that practical components of the workshop can be performed in your office working environment.
- Equipment requirements – projector, whiteboard, meeting/board room

## Level 2 Setting up a Worker at Their Workstation & Performing Simple Ergonomic Desk Assessments - 3.5 hours

This training session focuses on training workers to begin to complete basic office ergonomic risk assessments for other workers in the office, including initial desk setups and for those workers who are tall, short or have specific needs. This course is suitable for those companies who would like to have internal workers upskilled to conduct basic ergonomic risk assessments.

### Who Would Benefit From This Training Session?

- Companies who wish to train key workers (HR, OHS, People & Culture, Team Leaders) in being able to set other workers up at their workstation as well as conduct basic ergonomic risk assessments.
- This is the ideal workshop for companies needing to set up new workers, workers returning from maternity leave, workers who have changed desks and workers who are tall, short or have specific needs.
- Companies who would like basic ergonomic reports outlining the assessment findings and ergonomic workstation changes for OHS/WH records.

### Subjects covered include:

- A basic introduction to ergonomics
- A basic introduction to relevant OHS/WH legislation and risk management
- Completing a basic task analysis to understand how the worker interacts with their work area
- A step by step guide to setting up a workstation
- Ergonomic Chairs – how to ‘drive’ the chairs available and how to setup the chair for a worker in relation to their desk and workspace
- Replacing a chair with more suitable chair when the current chair is not suitable for an individual worker
- Adjusting desk height if assessed as beneficial – setting workers up for a fixed height, height adjustable (sit/stand) or hot desk/flexi desk
- Relocating a worker on their desk or within their work area if assessed as beneficial
- Setting up the keyboard, mouse, monitors, phone and documents in relation to the worker’s tasks
- Basic environmental concerns at a workstation
- Adjusting a workstation for the taller and shorter worker
- How to complete a basic risk assessment template for OHS/WH records
- When to refer for an external assessment

**Includes:**

- PDF course handout for each attendee
- Certificate of completion
- Office ergonomic risk assessment template (word doc)
- A5 educational PDF flyer for the company to provide to workers
- PDF office ergonomics poster

**Training Requirements:**

- Training is conducted onsite at your workplace so that practical components of the workshop can be performed in your office working environment.
- Equipment requirements – projector, whiteboard, meeting/board room

**Note:** Should your company currently have ergonomic assessment templates already in use, please let us know as we will be happy to adapt training to include these risk assessment forms within the training so that they can be used by key stakeholders to undertake risk assessments in the workplace.

### Level 3 Workplace Desk Assessments in Detail (7 hours)

This training session focuses on training workers to complete basic ergonomic risk assessments for workers with minor musculoskeletal complaints within the office. This course is suitable for those companies who would like to have internal workers upskilled to conduct basic ergonomic risk assessments for simple complaints prior to conducting an external ergonomic assessment.

**Who Would Benefit From This Training Session?**

- Companies who wish to train key workers (HR, OHS, People & Culture, Team Leaders) in being able to conduct basic ergonomic risk assessments for these workers who might be experiencing low level back pain or neck pain.
- This is the ideal workshop for companies needing to set up new workers, workers returning from maternity leave, workers who have changed desks and workers who are tall, short or have minor aches and pains.
- Companies who would like basic ergonomic reports outlining the assessment findings and ergonomic workstation changes for OHS/WHS records.

**Subjects covered include all the subjects covered in the level 2 session, plus:**

- All subjects covered in our Level 2 training session
- The causes of common complaints experienced at a workstation
- How to begin adjusting a workstation for common complaints reported at a workstation
- The variety of alternative ergonomic accessories which may be sourced to help an individual worker
- An introduction to standing desks – Are they beneficial? When and how to introduce them for the right worker
- How to complete a basic risk assessment template for OHS/WHS records for a worker with minor complaints
- Clear guidelines when to refer this worker for an external assessment or medical treatment

**Includes:**

- PDF course handout for each attendee
- Certificate of completion
- Office ergonomic risk assessment template (word doc)
- Home office risk assessment template (word doc)
- A5 educational PDF flyer for the company to provide to workers
- PDF office ergonomics poster

**Training Requirements:**

- Training is conducted onsite at your workplace so that practical components of the workshop can be performed in your office working environment.
- Equipment requirements – projector, whiteboard, meeting/board room

**Note:** Should your company currently have ergonomic assessment templates already in use, please let us know as we will be happy to adapt training to include these risk assessment forms within the training so that they can be used by key stakeholders to undertake risk assessments in the workplace.

# **Corporate.Work.Health. Australia.**

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**Complete Injury Management for the Workplace:  
Your Ergonomic & Manual Handling Specialist**

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