



# **WORKSTATION ERGONOMIC ASSESSMENT & TRAINING**

**Ergonomic Training Courses for Employees**

**Corporate.Work.[Health.](#)  
Australia.**

# FACE-TO-FACE ERGONOMIC ASSESSMENTS

## Group / Team Office Workstation Assessments (*desk setup, education & preventative assessments*)

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### Assess Your Team

#### **Level 1a. “Sit-Safe” ergonomic training/workshop + roaming individual workstation desk check 10 minutes per worker (ergonomic audit)**

Our basic level of ergonomic cover for organisations. This option is suited to larger groups of workers needing ergonomic advice. Our ‘Sit-Safe’ Ergonomic Training is completed onsite for groups of up to 50 workers per course. A registered Physiotherapist, Osteopath, Exercise Physiologist or Occupational Therapist will facilitate the training sessions that includes both theoretical and practical components, emphasizing the importance of postural awareness in the workplace, and teaching the basics of correct ergonomic setup (with a mock workstation) as well as common injuries and faults. This allows workers to return to their desks and correct the basics. We then spend the rest of the time available visiting each worker at their workstation to provide individual advice, making further ergonomic corrections and answering any questions they may have. This brief ergonomic workstation assessment will signal any high risk workers who require further follow up.

#### **Ergonomic case example:**

- Suitable for larger groups of workers (50+)
- ‘Sit-Safe’ Ergonomic Training provided for 45 minutes for all workers (we can also customise 30 and 60 minute sessions)
- 10 minutes spent with each worker giving basic advice on workplace ergonomics at their workstation and making additional changes
- No individual ergonomic assessment reports provided, however, a summarized list of changes still required / ergonomic accessories required for each worker will be provided to management

#### **Level 1b. Roaming individual workstation desk check 10 minutes per worker (ergonomic audit)**

The roaming individual workstation desk check is suitable for larger sized organisations (10+ workers) and involves a 10 minute individual consultation with each worker at their workstation. The desk check allows enough time to educate the worker on their chair, desk and ergonomic accessories and adjust these where appropriate or possible to improve their seated working posture and ergonomics.

#### **Ergonomic case example:**

- Suitable for 10+ workers, particularly larger groups of workers (100+)
- 10 minutes spent with each worker giving basic advice on workplace ergonomics at their workstation and making additional changes
- No individual ergonomic assessment reports provided, however, a summarized list of changes still required / ergonomic accessories required for each worker will be provided to management

## Assess Your Team (cont.)

### **Level 2. Simple office workstation ergonomic assessments Face to Face 15 or 30 minutes per worker**

#### **15 minute 'preventative' ergonomic desk risk assessment**

Typically, these workers are not experiencing any symptoms or injuries and the assessment aims to ensure that their ergonomic workstation is set up correctly to prevent injury.

#### **30 minute 'preventative' ergonomic desk risk assessment**

Our 30 minute ergonomic assessments include all aspects that are covered within our 15 minutes, with more time allowed to assess and educate workers at their workstation.

Workers who have 2 workstations will require a 30 minute assessment so that both workstations can be assessed (15 minutes at each workstation)

#### **Ergonomic case example:**

- Suitable for 4+ ergonomic assessments/workers.
- 15 or 30 minute assessment per worker
- Assessment includes: 1 or 2 page individual report documenting all findings, current issues, advice given to worker, changes made and any ergonomic accessories required

#### **Investment:**

Assessments start at \$380 + GST and varies depending on state and location.

If you would like to discuss booking more than 30 workers for your organization please book an online meeting with one of our Directors, call 1300 951 519 or email [admin@corporateworkhealth.com](mailto:admin@corporateworkhealth.com)

## **One-on-one office workstation assessments (*workers with musculoskeletal symptoms or complaints*)**

### Assess an Individual

#### **Level 3a. 'Standard' one-on-one workstation ergonomic desk assessments, including report Face to Face 30-45 minutes per worker**

This ergonomic assessment is designed for an individual worker who may or may not be experiencing pain/discomfort. Our consultants are able to come to you to carry out one-on-one consultations to identify risk factors and assess root cause/s if present and provide recommendations on appropriate management. The assessment allows the health professional to assess the worker at a standard computer based workstation and make suggestions to prevent or minimise risk factors present.

#### **Ergonomic case example:**

- Suitable for an assessment of one worker at one computer based workstation
- Worker has a single musculoskeletal complaint and/or has concerns with their workstation setup (or has requested additional equipment)
- Standard consultation and assessment (30-45mins) per worker, plus reporting time
- Ergonomic assessment includes: Standard assessment report provided reporting on tasks completed, worker concerns, current issues and hazards, observations, advice given to worker, changes made to workstation, any ergonomic accessories needed with links to suitable equipment

#### **Investment / Further Details:**

Assessments start at \$295 + GST and varies depending on state and location.

**Level 3b. Specialised' One-on-one workstation ergonomic desk assessments (longer assessment), including detailed report Face to Face 60-75 minutes per worker**

This ergonomic assessment is designed for the worker requiring a longer assessment, as below: Ergonomic Case Example: • Suitable for an assessment of one worker at one or more workstations • Injured/compensable worker, or • Multi region/long term musculoskeletal complaint/s • Longer consultation and assessment (60-75mins) per worker, plus reporting time • Standard computer based workstation or non-standard workstations included, eg standing height bench • Ergonomic assessment includes: Detailed report documenting worker concerns and history, work tasks completed, current issues and hazards, observations, advice given to worker, changes made to workstation, any ergonomic accessories needed with links to suitable equipment, details of current injuries and complaints and aggravating factors, specific advice given by practitioner and any necessary referrals

**Investment / Further Details:**

Assessments start at \$425 + GST and varies depending on state and location.

**Level 3c. One-on-one sit & stand desk assessment Face to Face 30-45 minutes per worker**

This ergonomic assessment is designed for the worker who has requested or been requested by a health professional to be provided a sit stand workstation.

**Ergonomic case example:**

- The worker is looking to start using a sit stand desk or has recently started using a sit stand desk.
- The company is unsure of what type of sit stand desk (retrofit or full adjustable sit stand desk).
- Suitable for all workers who have requested, been recommended or have been provided a sit stand desk.
- Standard consultation and assessment (30-45mins) per worker, plus 30 minutes reporting time.
- Ergonomic assessment includes: Detailed report provided on assessment reviewing the workers presentation, physical characteristics of the worker and their job tasks to provide advice on suitability of utilising and specific guidelines of the use of a sit and stand desk should this be deemed required for the worker.

**Investment / Further Details:**

Assessments start at \$295 + GST and varies depending on state and location.

# Home Office Workstation Assessments (*assessing a worker / home office work area*)

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## Assess a Worker Working from Home

### **Level 4a. 'Standard' in person home office ergonomic & safety risk assessment. Face to Face 30-45minutes**

#### **Ergonomic case example**

- Suitable for an assessment of one worker at one home based computer workstation.
- Worker has no symptoms or a single musculoskeletal complaint and/or has concerns with their workstation setup (or has requested additional equipment).
- Worker may also require a preventative home based ergonomic risk assessment.
- Consulting with HR, Health & Safety Rep/Officer & management can be arranged if needed. Please discuss this with the consultant if you think this would be beneficial.
- Ergonomic assessment includes: Report provided including details of ergonomic assessment and safety risk assessment, observations, changes made, advice given to worker, changes made to workstation, any ergonomic accessories needed with links to suitable equipment, and any recommendations to ensure a safe home environment.

#### **Assessment includes:**

- 1:1 consultation with the worker at their home (30-45 minute consultation)
- Assessment of the workers current home office work area and home environment.
- Report provided including details of ergonomic workstation assessment and occupational health and safety risk assessment plus identified hazards.

#### **Investment / Further Details:**

Assessments start at \$295 + GST and varies depending on state and location.

### **Level 4b. 'Detailed' in person home office ergonomic & safety risk assessment (worker HAS musculoskeletal concerns) Face to Face 60-75 minutes**

This assessment allows our consultant to visit the INJURED worker's home/ remote work environment to carry out a one-on-one consultation to identify ergonomic and home health and safety (manual handling, fire, emergency procedure, trip hazards etc) risk factors and provide recommendations on appropriate management to reduce current symptoms.

This ergonomic assessment is designed for the worker requiring a longer assessment, as below:

#### **Ergonomic Case Example:**

- Suitable for an assessment of one worker at one or more workstations
- Injured/compensable worker, or
- Multi region/long term musculoskeletal complaint/s
- Longer consultation and assessment (60-75mins) per worker, plus reporting time
- Standard computer based workstation or non-standard workstations included, eg standing height bench
- Ergonomic assessment includes: Detailed report documenting worker concerns and history, work tasks completed, current issues and hazards, observations, advice given to worker, changes made to workstation, any ergonomic accessories needed with links to suitable equipment, details of current injuries and complaints and aggravating factors, specific advice given by practitioner and any necessary referrals.

#### **Investment / Further Details:**

Assessments start at \$425 + GST and varies depending on state and location.

# ONLINE WORKSTATION ASSESSMENTS

## Online office or home office workstation ergonomic and home environment assessment

*(video call, one-on-one; and self assessment and education)*

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### Options for an individual or a team

#### **'Standard' Teleconference Home or Office Workstation Risk Assessment Self assessment form + Online 20 minutes**

The standard home office risk assessment is for workers without any current musculoskeletal concerns

#### **This teleconference may include the following:**

- Job task analysis / discussion of tasks worker will complete from home
- Review and discussion of worker's current home office set up
- Discussion of current concerns and issues relating to worker's home office
- Education on current physical set up and working behaviours
- Advice and prescription of appropriate movement strategies i.e. may include stretching, mobility and simple strengthening exercises

#### **Includes:**

- Completion of self assessment form
- Review of self assessment form by health professional
- 1:1 consultation with health professional (20 minutes)
- Risk assessment report including advice and recommendations
- Access to CWA free educational videos and educational handouts

#### **Individual Cost:**

\$120+GST (discounts for packages)

## Options for an individual or a team (cont.)

### **'Detailed' Teleconference Home or Office Workstation Risk Assessment Self assessment form + Online 30-40 minutes**

The detailed online home office risk assessment is a suitable replacement for a face to face assessment if a face to face assessment cannot be arranged due to worker / company location. This assessment is for workers experiencing musculoskeletal complaints and/or multiple musculoskeletal complaints

#### **This teleconference may include the following:**

- Case history of worker's complaint
- Job task analysis / discussion of tasks worker will complete from home
- Review and discussion of worker's current home office set up
- Discussion of current concerns and issues relating to worker's home office
- Education on current physical set up and working behaviours
- Advice and prescription of appropriate movement strategies i.e. may include stretching, mobility and simple strengthening exercises

#### **Includes:**

- Completion of self assessment form
- Review of self assessment form by health professional
- 1:1 consultation with health professional (30-40 minutes)
- Risk assessment report including advice and recommendations
- Access to CWA free educational videos and educational handouts

#### **Individual Cost:**

\$240 + GST (discounts for packages)

#### **Further Details:**

If you would like to discuss assessing more than 20 of your team members who work from home please book an online meeting with one of our Directors, call 1300 951 519 or email [admin@corporateworkhealth.com](mailto:admin@corporateworkhealth.com)



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