

Office Ergonomics

Introduction

- What is ergonomics?
- Goals of ergonomics
- Benefits of ergonomics

Work-related Musculoskeletal Disorders (WMSDs)

- What are Work-related Musculoskeletal Disorders (WMSDs)?
- Examples of WMSDs
- Signs & symptoms of WMSDs

Ergonomic Risk Factors

- Risk Factors (body postures, repetitive motion, localised pressure, excessive force, extreme temperature)

Designing/ Guidelines for VDT Workstation Design

- Office chairs
- Work desk/ layout
- Accessories (e.g. document holder, wrist support, desk phones, etc)
- Keyboards
- Mouse
- Monitor
- Hot desking

Conducting Ergonomics Workstation Assessment

Manual Material Handling

- Proper manual handling techniques

Developing an Ergonomic Programme

- Elements of ergonomic programme

Role of Rest and Exercise