

ERGONOMICS IN THE WORKPLACE

The Importance of Workplace Ergonomic
Assessments

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

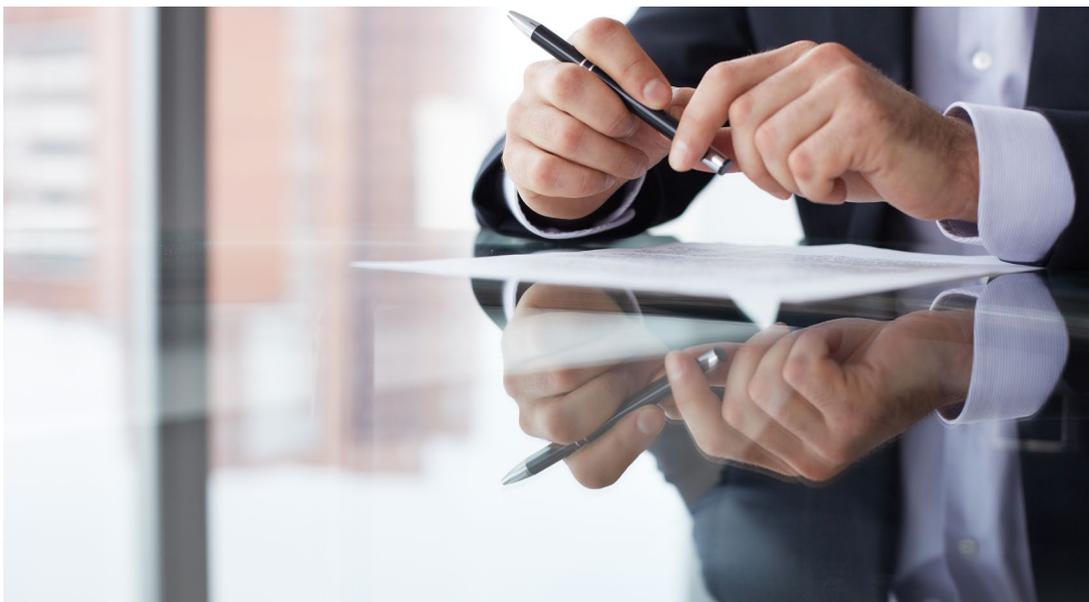
Corporate.Work.Health. Australia.

Companies are required to provide a duty of care to their workers by providing a safe workplace. When it comes to those workers whose job involves desk based work tasks such as computer work, reading and writing, it is important to ensure that workers have an understanding of what constitutes optimal ergonomics and how to reduce the risk of developing musculoskeletal strains and sprains.

Workers who primarily sit and perform desk based tasks are at risk of developing musculoskeletal strains and sprains due to awkward working postures, poorly designed or set up ergonomic work environments, sedentary work behaviours and the need to perform repetitive tasks for long durations.

In recent years there has been an increasing push towards increasing the variety of workers job tasks and postures to avoid sedentary work behaviours. Recent evidence shows that lack of movement and prolonged sitting postures can increase ones risk of developing chronic disease and illness.

Our aim at Corporate Work Health Australia is to not only assess a worker's workstation and improve their ergonomics, but also identify when and where other factors such as activity, wellbeing and work tasks may be impacting one's overall work performance and wellbeing.



Our Group Ergonomic Assessment Services

Level 1A. “Sit-Safe” Ergonomic Training/ Workshop + Individual Ergonomic Desk Check 10 Minutes Per Worker (Ergonomic Audit)

Who Would Benefit From This Seminar?

- Workers who are required to perform desk-based work tasks in an office environment or home work environment.
- Workers who are required to “hot desk” in the work environment.
- Companies who would like to promote a more active workplace and educate their workers on how to improve their sitting and working postures and ergonomics.
- Companies who have identified that there are current ergonomic issues or several workers who are suffering from musculoskeletal strains and sprains in the workplace.

What Does This Seminar Involve?

Our ‘Sit-Safe’ Ergonomic Training is completed onsite for groups of up to 25 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. The Sit - Safe Seminar is typically a 45-minute presentation (this time can be tailored to suit your needs from 30-60 minutes).

Ergonomic Summary Report

Provided for:

- Desk checks
- 15 & 30 Minute ergonomic risk assessment group bookings

TEMPLATE: Ergonomic Assessment Summary Report

COMPANY:

ASSESSOR:

DATE:

Name	Musculoskeletal Concerns / Other	Changes Made / Advice Given	Further Recommendations
		•	•
		•	•
		•	•
		•	•
		•	•
		•	•
		•	•
		•	•
		•	•
		•	•

Common Findings

- A.
- B.
- C.

Equipment Suggestions

- Footrest
- Monitor Risers
- Laptop risers
- Keyboard Options

The Seminar Covers The Following Areas:

- How to improve your seated work posture.
- The importance of keeping active in the workplace and simple strategies to implement this.
- How to avoid musculoskeletal strains and sprains by varying your work tasks and improving your workplace ergonomics.
- How to adjust the chair and workplace ergonomic equipment to suit your needs.
- Common aches and pains that occur with desk-based computer jobs and how to avoid these.
- Basic review of the anatomy of the body and why/how injuries occur.
- Simple stretches and mobility exercises to help reduce musculoskeletal strains and sprains.

Additional 10 Minute Assessment Service

After the seminar we can arrange to spend 10 minutes with each worker to review their workplace, make changes to their current work environment and answer any specific questions they might have in relation to their injuries and or work environment. No detailed reporting is included in this additional service. We will provide a list of specific equipment requirements that workers may benefit from.

Level 1B. Roaming Individual Workstation Desk Check 10 Minutes Per Worker

Who Would Benefit From These Assessments?

The roaming individual workstation desk check is suitable for larger sized organisations (15+ 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.

No detailed reporting is included in this additional service. We will provide a list of specific equipment requirements that workers may benefit from.

Level 2. 'Standard' Group Workstation Ergonomic Assessments, 15 Or 30 Minutes Per Worker

15 Minute 'Preventative' Group Ergonomic Assessment

Who Would Benefit From This Assessment?

- Individuals who do not have any specific musculoskeletal injuries.
- Individuals who require an assessment of their workstation as part of the company's duty of care.
- Individuals who require education on how to adjust their chair and improve their workplace ergonomics i.e. how to set the workstation equipment up to suit their needs and job tasks.
- Companies looking to raise the awareness of good work ergonomics and encourage activity in the workplace.

What Does The 15 Minute Ergonomic Assessment Involve?

- One on one consultation with the worker about their job tasks and any specific concerns with regards to their workstation.
- Physical assessment of the worker's desk, chair, monitor, keyboard, mouse and other desk accessories.
- Consultation of the work environment i.e. lighting, temperature, humidity, noise and storage.
- Education and advice on how to adjust their work chair and desk accessories to improve their work ergonomics.
- Education and advice on how to improve their sitting posture and work behaviours to reduce risk of musculoskeletal strains and sprains.
- 1-page report outlining the key assessment findings, advice given, specific equipment requirements or any further changes and recommendations.

30 Minute 'Minor Complaints' Group Ergonomic Assessment

Who Would Benefit From This Assessment?

- Individuals who are suffering from musculoskeletal complaints such as neck pain, back pain, shoulder pain, elbow pain, wrist and hand pain, overuse injuries such as tendinopathies and repetitive strain injuries.
- Individuals who require education on how to improve their seated posture and work behaviours, adjust their chair and improve workplace ergonomics.
- The 30 minute consultation is generally encouraged for workers with a specific musculoskeletal complaint and where more time with education and advice is required.

What Does The 30 Minute Ergonomic Assessment Involve?

- One on one consultation with the worker about their job tasks and any specific concerns with regards to their workstation and musculoskeletal aches and pains.
- Physical assessment of the workers desk, chair, monitor, keyboard, mouse and other desk accessories.
- Assessment of the work environment i.e. lighting, temperature, humidity and storage.
- Education and advice on how to adjust their work chair and desk accessories to improve their work ergonomics.
- Education and advice on how to improve their sitting posture and work behaviours to reduce risk of musculoskeletal strains and sprains.
- 2 page report outlining the key assessment findings, advice given and any specific equipment requirements or further changes and recommendations. Also includes specific reference to strategies to reduce the worker's current musculoskeletal concerns.

Template 15 Minute 'Preventative' Group Ergonomic Assessment

Worker Name		Company	
Location/Site		Date	
Assessor			
Reason For Assessment	Prevention <input type="checkbox"/> Injury management <input type="checkbox"/> Other <input type="checkbox"/>		
Job Description	Job title: Hours worked: Days worked: Common tasks completed (% of workday): Formal / Informal Breaks: Concerns with work tasks:		
Current Complaints	Nil <input type="checkbox"/> Pain/discomfort <input type="checkbox"/> Other <input type="checkbox"/> :		

Checklist	Findings	Recommendation	Comments
Chair Type, Backrest, Base, Lumbar Support, Height, Swivel	<input type="checkbox"/> Suitable Position <input type="checkbox"/> Adjustable <input type="checkbox"/> Non-adjustable <input type="checkbox"/> Adequate dimensions <input type="checkbox"/> Armrests suitable	<input type="checkbox"/> Replace chair <input type="checkbox"/> Repair chair <input type="checkbox"/> Provide chair mat <input type="checkbox"/> Remove armrests <input type="checkbox"/> Other	
Footrest	<input type="checkbox"/> Feet touch ground <input type="checkbox"/> Feet do not touch ground	<input type="checkbox"/> Footrest required	
Desktop Fixed 680mm - 720mm Adjustable 610 -760mm Width 1500mm Depth 900mm Standing desk 1100 -1300mm	<input type="checkbox"/> Adequate size <input type="checkbox"/> Adequate height <input type="checkbox"/> Adequate space	<input type="checkbox"/> Enlarge desk <input type="checkbox"/> Raise desk <input type="checkbox"/> Lower desk <input type="checkbox"/> Other	
Leg space, Storage & Layout Width 800mm Depth 550mm	<input type="checkbox"/> Adequate space / access <input type="checkbox"/> Storage suitable	<input type="checkbox"/> Increase leg space/ access <input type="checkbox"/> Provide storage <input type="checkbox"/> Other	
Screen / Monitor	<input type="checkbox"/> Height suitable <input type="checkbox"/> Distance/position suitable <input type="checkbox"/> Multiple monitors suitable <input type="checkbox"/> Glare present	<input type="checkbox"/> Raise monitor /s <input type="checkbox"/> Lower monitor /s <input type="checkbox"/> Relocate monitor/s <input type="checkbox"/> Other	
Keyboard & Mouse	<input type="checkbox"/> Keyboard height/ location /size suitable <input type="checkbox"/> Mouse location suitable <input type="checkbox"/> Wrists neutral <input type="checkbox"/> Wrists non -neutral	<input type="checkbox"/> Provide short keyboard <input type="checkbox"/> Provide gel wrist rest /s <input type="checkbox"/> Provide mouse pad <input type="checkbox"/> Consider new mouse <input type="checkbox"/> Other	
Telephone & Cords	<input type="checkbox"/> Telephone location suitable <input type="checkbox"/> Cords on desk <input type="checkbox"/> Cords / clutter under desk	<input type="checkbox"/> Provide tele phone headset <input type="checkbox"/> Relocate tele phone <input type="checkbox"/> Provide longer cord <input type="checkbox"/> Control cords <input type="checkbox"/> Other	
Documents	<input type="checkbox"/> Document use suitable <input type="checkbox"/> Document use creates awkward postures	<input type="checkbox"/> Provide document holder <input type="checkbox"/> Provide microdesk <input type="checkbox"/> Other	
Temperature and Lighting	<input type="checkbox"/> Temperature comfortable <input type="checkbox"/> Lighting comfortable <input type="checkbox"/> Noise comfortable	<input type="checkbox"/> Provide temp adjustment <input type="checkbox"/> Provide lighting adjustment <input type="checkbox"/> Provide noise adjustment	
Other Comments	<input type="checkbox"/> Worker would benefit from ergonomic training <input type="checkbox"/> Worker would benefit from further assessment <input type="checkbox"/> Other :		

Our Individual Ergonomic Assessment Services

Level 3A. 'Standard' One-On-One Workstation Ergonomic Assessments (30Minute Assessment), Including Report

Who Would Benefit From This Assessment?

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 1 ergonomic assessment/worker
- Nil pain/preventative, or
- 1 pain region/short term complaint/s
- Standard consultation and assessment (30mins) per worker, plus 30 minutes reporting time
- Standard computer based workstation only
- Nil concerns with tasks away from desk area
- No treatment sought from worker for complaint
- Ergonomic assessment includes: Standard report (3-4 pages) provided on assessment documenting tasks completed, worker concerns, current issues and hazards, advice given to worker, changes made to workstation, any ergonomic accessories needed with links to suitable equipment, pre and post assessment photos

Level 3B. 'Specialised' One-On-One Ergonomic Desk Assessments (Longer Assessment), Including Detailed Report

Who Would Benefit From This Assessment?

This ergonomic assessment is designed for the injured worker. Many of your workers may complain about pain or numbness after sitting for prolonged periods at the desk. Even more worrying is that some workers often suffer in silence and fail to report the early onset of symptoms. Work performance can

decrease as their comfort decreases. Our consultants are able to come to you to carry out one-on-one consultations to identify risk factors and assess root cause/s and provide recommendations on appropriate management. The assessment allows the health professional to interview the worker on their current concerns, any past injury history, and ensure that any modifications suit their individual needs. Our aim is to resolve and/or significantly improve symptoms which workers experience when at work and prevent the likelihood of aggravation occurring.

Ergonomic Case Example:

- Suitable for 1 ergonomic assessment/worker experiencing current musculoskeletal complaints
- Injured worker, or
- Multi region/long term complaint/s
- Longer consultation and assessment (60-75mins) per worker, plus 60-75 minutes reporting time
- Standard computer-based workstation or non-standard workstation, e.g. standing height bench
- +/- concerns with other task/s in the office, e.g. manual handling, filing etc.
- Worker seeking treatment or referral from GP/Health Professional
- Ergonomic assessment includes: Detailed report (6-8 pages) provided on assessment documenting tasks completed, worker concerns, current issues and hazards, 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, pre & post ergonomic assessment photos

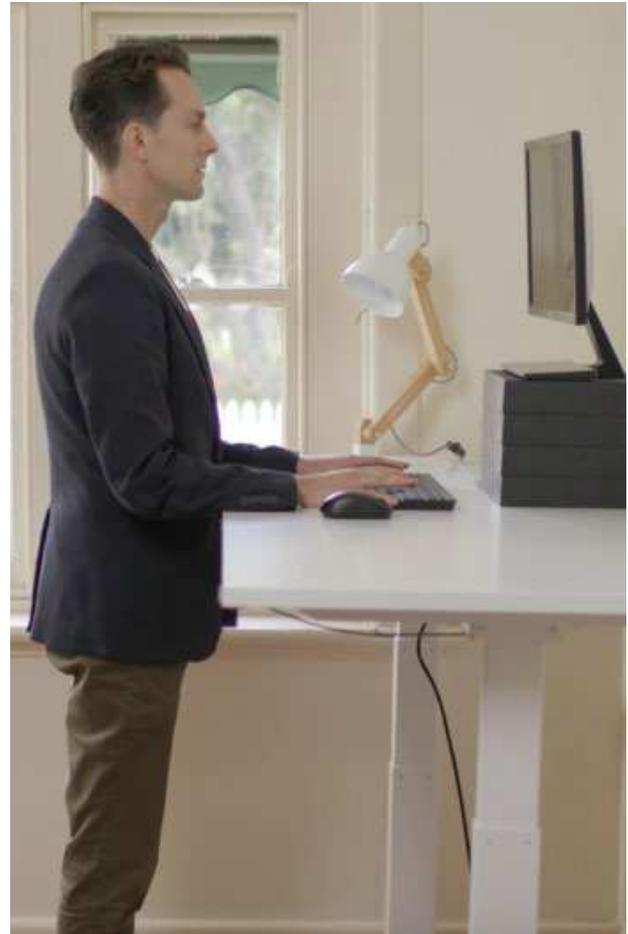
Level 3C. 'One-On-One Sit Stand Desk Assessment, Including Report

Who Would Benefit From This Assessment?

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.
- Longer consultation and assessment (60-75mins) per worker, plus 60-75 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 stand desk should this be deemed required for the worker.



Our Home Ergonomic Assessment Services

Level 4a. 'Standard' Home Ergonomic, Health & Safety Assessment (worker has no musculoskeletal complaints)

Who Would Benefit From This Assessment?

- Companies wishing to ensure that their worker's home ergonomic work environment is safe and ergonomically sound.
- Companies wishing to ensure that their worker's home environment is safe for work.
- Workers who are required to work from home as part of their working agreement.
- Workers who have no injury/pain/discomfort and perform work tasks at home.

What Does The Home Ergonomic, Health & Safety Assessment Involve?

The Home Ergonomic, Health & Safety assessment is a 30-45 minute consultation with the worker.

The Consultation Involves:

- Assessment of the workers job tasks and how these tasks are performed.
- Assessment of the workers current working postures and ergonomic work environment (this involves assessment of the desk, chair, computer and other desk accessories).

- Assessment of the work environment i.e. lighting, temperature, humidity and storage/shelving.
- Assessment of the home environment to ensure that it meets home health and safety standards.
- Education and advice on how to adjust their work chair and desk accessories to improve their work ergonomics.
- Education and advice on how to improve their sitting posture and work behaviours to reduce risk of musculoskeletal strains and sprains.

Following the Home Ergonomic, Health & Safety assessment, a 5-8 page report is provided.

The Report Includes The Following:

- Observations of the workers posture and how tasks are performed.
- Summary of any concerns with work tasks setup experienced by the worker.
- Advice given and specific recommendations.
- Equipment requirements or further changes/modifications to be made.
- Referrals required
- Ergonomic Assessment incorporating space, lighting, reflections & glare, noise, temperature, humidity, display screens, keyboard, mouse, other equipment, work surface, chair, other furniture, software design, job design, home health and safety.



Level 4B. 'Specialised' Home Ergonomic, Health & Safety Assessment (Worker Is Experiencing Musculoskeletal Complaints)

Who Would Benefit From This Assessment?

- Companies wishing to ensure that their worker's home ergonomic work environment is safe and ergonomically sound.
- Companies wishing to ensure that their worker's home environment is safe for work.
- Workers who are required to work from home as part of their working agreement.
- Workers who are suffering from an injury/pain/discomfort and perform work tasks at home.

What Does The Home Ergonomic, Health & Safety Assessment Involve?

The Home Ergonomic, Health & Safety assessment is a 45-60 minute consultation with the worker.

The Consultation Involves:

- Consultation with the worker about their specific injury, issues with the ergonomic workstation and/or job tasks to identify if there are any environmental, work related or behavioural aggravating or maintaining factors.
- Assessment of the workers job tasks and how these tasks are performed.
- Assessment of the workers current working postures and ergonomic work environment (this involves assessment of the desk, chair, computer and other desk accessories).
- Assessment of the work environment i.e. lighting, temperature, humidity and storage/shelving.

- Assessment of the home environment to ensure that it meets home health and safety standards.
- Education and advice on how to adjust their work chair and desk accessories to improve their work ergonomics.
- Education and advice on how to improve their sitting posture and work behaviours to reduce risk of musculoskeletal strains and sprains.
- Referral to medical professionals if required.

Following the Home Ergonomic, Health & Safety assessment, a 5-8 page report is provided.

The Detailed Report Includes The Following:

- Observations of the workers posture and how tasks are performed.
- Summary of the problems experienced by the worker.
- Advice given and specific recommendations.
- Equipment requirements or further changes/modifications to be made.
- Referrals required
- Ergonomic Assessment incorporating space, lighting, reflections & glare, noise, temperature, humidity, display screens, keyboard, mouse, other equipment, work surface, chair, other furniture, software design, job design, home health and safety.
- Pre & Post ergonomic assessment photos.
- Summary findings of both the home work area and home safety.

Our Vehicle Ergonomic Assessment Services

Level 5A. 'Standard' Vehicle Ergonomic Assessment & Report (Worker Has No Musculoskeletal Complaints)

Who Would Benefit From This Assessment?

- Workers who are required to drive for their employer.
- Companies who are looking to raise the awareness and education for drivers to improve their seated work posture and educate them on how to set the vehicle up to suit their specific needs.

What Does The Vehicle Ergonomic Assessment Involve?

The 20-30minute vehicle postural assessment report includes:

- Consultation with the worker regarding any specific issues they have with the vehicle.
- Assessment of the workers current vehicle set up.
- Education and advice on how to adjust the vehicle to suit their needs.
- Reporting on assessment findings, advice and education given.

Level 5B. 'Specialised' Vehicle Ergonomic Assessment & Report (Worker Is Experiencing Musculoskeletal Complaints)

Who Would Benefit From This Assessment?

- Workers who are required to drive for their employer.
- Workers with specific musculoskeletal complaints.
- Workers who also perform work within the vehicle or manual handling tasks to/from the vehicle.
- Companies who are looking to raise the awareness and education for drivers to improve their seated work posture and educate them on how to set the vehicle up to suit their specific needs.

What Does The Detailed Vehicle Ergonomic Assessment Involve?

The detailed 30-45minute vehicle postural assessment report includes:

- Consultation with the worker regarding any specific issues they have with the vehicle.
- Assessment of the workers current vehicle set up.
- Assessment of work tasks performed in the vehicle and/or manual handling from the vehicle.
- Education and advice on how to adjust the vehicle to suit their needs.
- Reporting on assessment findings, advice and education given.



Our Office Risk Assessment Services

Level 1 Ergonomic Screening Assessment

What Is This Assessment For?

Our Ergonomic Screening Assessment is a starting point for companies looking to better understand where their office based ergonomic issues may be stemming from and is completed with a report detailing recommended next steps to ensure ergonomic risks are eliminated, or minimised as much as possible, for an individual workplace setting.

What Are The Goals Of This Assessment?

The goal of this service is to reduce reported aches and pains from workers completing computer-based work. Our consultant will spend the initial 15-20mins onsite discussing with the site contact/Manager/HR/safety Rep any feedback they may have had from workers regarding physical issues such as desks, chairs, layout, space, monitors, keyboards, mouse and storage; or environmental issues such as lighting and temperature. This will also allow time to re-establish the desired outcomes of the service.

The consultant will then spend the remaining time assessing the overall physical and environmental aspects listed above comparing with established recommended setup guidelines for office-based workers. Individual assessments will not take place during this initial Ergonomic Screening Assessment. These may form part of the phase two recommendations as shorter workers, taller workers and workers with musculoskeletal concerns will all have individual needs when it comes to ergonomic workstation setups.

A Brief Report Will Be Written For The Company Listing:

- Assessment findings
- Comparison with recommended guidelines
- Concerns raised
- Recommendations

Level 2 Whole Office Risk Assessment

What Is This Assessment For?

Conducting an office risk assessment allows us to identify where there may be risks in the office environment and provide you with solutions to reduce the risk in the office work environment. As part of the office risk assessment, consultation with key stakeholders such as HR, MD or Operations manager, OHS rep and office workers is required.

What Are The Goals Of This Assessment?

These risk assessments allow us to begin or continue the consultation process required under Australian legislation between the company and its workers and begin or improve the process of implementing safety policies and procedures throughout the office work environment. They are perfectly suited to allow us to report on the areas that need to be further assessed and those that are highlighted as high risk.

The duration of the office risk assessment will vary depending on each company and may take between 2 hours and half a day onsite, and this time again in reporting time. Our consultants will provide you with a detailed report on the office risk assessment and provide you with solutions to help reduce any risks found throughout the assessment.

The Office Risk Assessment Involves The Assessment Of The Following Key Areas:

- Office layout
- Workstations
- Job Design
- Workload and tasks
- Lighting
- Manual handling
- Noise
- Storage, housekeeping, cleanliness and cleaning methods
- Floors & stairs
- Computers, copying and other equipment
- Hazardous substances
- Personal protective equipment

The Report Includes:

- Assessment findings
- Reporting on hazards and risks that need addressing or improvement
- Officewise template is used for reporting

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

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/WHS records.

Subjects covered include:

- A basic introduction to ergonomics
- A basic introduction to relevant OHS/WHS 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/WHS 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.

Our Ergonomic Workshops for the Worker

Corporate Work Health Australia have developed workshops focused on educating workers about posture, work behaviours and ergonomics. Please see below for a detailed description of each of these workshops.

'Sit-Safe' Ergonomic Workshop/Seminar (30, 45 or 60 minutes)

Who Would Benefit From This Seminar?

- Workers who are required to perform desk based work tasks in an office environment or home work environment.
- Workers who are required to "hot desk" in the work environment.
- Companies who would like to promote a more active workplace and educate their workers on how to improve their sitting and working postures and ergonomics.
- Companies who have identified that there are current ergonomic issues or a number of workers who are suffering from musculoskeletal strains and sprains in the workplace.

What Does This Seminar Involve?

The Sit - Safe Seminar is typically a 45 minute presentation (this time can be tailored to suit your needs from 30-60 minutes).

The Seminar Covers The Following Areas:

- How to improve your seated work posture.
- The importance of keeping active in the workplace and simple strategies to implement this.
- How to avoid musculoskeletal strains and sprains by varying your work tasks and improving your workplace ergonomics.
- How to adjust the chair and workplace ergonomic equipment to suit your needs.
- Common aches and pains that occur with desk-based computer jobs and how to avoid these.
- Basic review of the anatomy of the body and why/how injuries occur.
- Simple stretches and mobility exercises to help reduce musculoskeletal strains and sprains.

'Sit-Stand' Desk Education Session – Education And Injury Prevention Workshop For The Modern Day Workstation (30, 45 Or 60 Minutes)

After years of experience treating employees from a vast array of industries Corporate Work Health Australia has put together a highly cost-effective strategy to educate multiple modern office staff members onsite. 'Sit-Stand' is our program designed specifically for workplaces that provide sit-stand desks for the worker.

Who Would Benefit From This Ergonomic Training For The Worker Seminar?

- Workers who are required to perform desk-based work tasks in an office environment or home work environment.
- Workers who are required to "hot desk" in the work environment.
- Companies who would like to promote a more active workplace and educate their workers on how to improve their sitting and standing working postures and ergonomics.
- Companies who have identified that there are current ergonomic issues or several workers who are suffering from musculoskeletal strains and sprains in the workplace.

What Does This Seminar Involve?

The Sit - Stand Seminar is typically a 45-minute presentation (this time can be tailored to suit your needs from 30-60 minutes).

Sit-Stand Subjects Covered Include:

- Back to basics: the cause of back pain in society today
- Basic review of anatomy of the body and why/how injuries occur, including common injury sites, causes and symptoms
- How to improve your seated and standing posture
- How to avoid strains and sprains by varying your work tasks and improving your workplace ergonomics

- How to adjust the chair and workplace ergonomic equipment, desk, keyboard, monitor, mouse, telephones
- How to set up both your seated and standing desk heights
- The importance of keeping active in the workplace and simple strategies to implement this
- Simple stretches and mobility exercises to help reduce strains and sprain

Vehicle Ergonomic Training Seminar

Who Would Benefit From This Seminar?

- Workers who are required to drive a vehicle as part of their job role.
- Workers who would benefit from further advice and education on how to improve their current driving postures and ergonomics.
- Companies who have identified that their workers are currently suffering from musculoskeletal strains and sprains and would like to increase their workers understanding of sedentary postures, poor ergonomics and how to prevent musculoskeletal strains and sprains.
- Companies and workers who would like to educate their workers on how to improve their working posture within the vehicle and/or manual handling of objects in and out of the vehicle.

What Is Involved In This Seminar?

The vehicle ergonomic training seminar is a 45 minute seminar (this can be adapted to suit your needs and range from 30-60 minutes)

The Seminar Covers The Following Areas:

- Educating workers on the importance of good seated posture and how to adjust the seat to suit their needs.
- Educating workers on how to improve vehicle ergonomics i.e. mirrors, steering wheel height etc. to improve their ergonomics.
- Educating workers on the importance of being active in their job and how to prevent musculoskeletal strains and sprains from prolonged sitting postures.
- Simple stretches and mobility exercises to reduce the risk of musculoskeletal strains and sprains.

- Educating workers who are required to perform work within their car i.e. mobile phone, laptop work and how to prevent musculoskeletal injuries.
- Educating workers how to reduce the risk of manual handling injuries in and out of the vehicle.
- A review of the common injuries associated with sitting postures and a review of the basic anatomy associated with this.
- A step by step guide to setting up your vehicle correctly.

Additional Assessment Service

After the seminar we can arrange to spend 10 minutes reviewing each workers current vehicle set up and answering any specific questions they might have in relation to injuries and their vehicle set up. There is no specific reporting included in with this service.

Vehicle Ergonomics & Manual Handling Workshop (45 mins)

This is an interactive lecture that we will deliver onsite at your workplace that focuses on the education and prevention of musculoskeletal injuries related to vehicle seat set up and manual handling into and out of the vehicle.

Who Would Benefit From This Seminar?

- Workers who are required to drive as part of their job.
- Workers who perform work tasks within their vehicle.
- Workers who manual handle objects to and from their vehicle.

Subjects Covered Include:

- Work-related musculoskeletal complaints and their causes associated with driving.
- Poor driving postures and habits.
- Recommended postures to minimise your risk of developing musculoskeletal aches and pains.
- Tips to setting up your vehicle correctly.
- Tips to improve manual handling objects in/out of the vehicle.
- Exercises and stretches to relieve tension.

Combined Sit Safe (or sit-stand) & Manual Handling Workshop (2 hours)

This is an interactive and practical workshop focused on educating workers on how to prevent musculoskeletal injuries as a result of working at a desk and performing manual handling tasks.

Who Would Benefit From This Seminar?

Workers who carry out both a high volume of sitting and manual handling tasks occasionally i.e. office worker.

Subjects Covered Include:

- Back to basics: the cause of back pain in society today
- Basic review of anatomy of the body and why/how injuries occur, including common injury sites, causes and symptoms
- How to improve your seated posture
- How to avoid strains and sprains by varying your work tasks, and improving your workplace ergonomics and manual handling techniques
- How to adjust the chair and workplace ergonomic equipment, desk, keyboard, monitor, mouse, telephones
- The importance of keeping active in the workplace and simple strategies to implement this
- How to identify hazardous manual tasks and reduce the associated risk
- Tips and techniques for lifting, carrying pushing and pulling
- Simple stretches and mobility exercises to help reduce strains and sprain

Postural Screening & Musculoskeletal Consultations

Who Would Benefit From This?

- Companies who have identified that their workforce would benefit from further education on sitting postures and general ergonomics in the workplace.
- Companies who would like to offer their workers the opportunity to undergo a general musculoskeletal consultation where questions about general musculoskeletal aches and pains can be asked.
- Companies looking to raise the awareness and educate workers on the importance of being active in the workplace.

What Does This Involve?

We can arrange for 10-20 minute consultations with workers that involve one of our Osteopaths or Physiotherapists to provide the following:

- Basic postural screening.
- Educate the worker on seated posture and how to improve this.
- Educate the worker on how to improve their workstation ergonomics.
- Answer questions with regards to workers specific musculoskeletal aches and pains.
- Offer stretching and mobility exercises to the worker.
- No specific reporting is included in this consultation.



For All Services

We aim to design and complete strategies to best meet our client's needs. This may be combining services you see on our website or completely designing something new. Customised solutions provide far better outcomes and return on investment for our clients than off the shelf products.

All our trainers and/or assessors are registered Osteopaths, Physiotherapists, Exercise Physiologists or Occupational Therapists who work in clinical practice, and therefore have a very good understanding about strains and sprains from working at a desk, driving or manual handling tasks. A lot of educational advice is often given to the worker to help with prevention as well as correction of any current set up issues.

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

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