

## Office Ergonomics

Estimated time to complete: 20 minutes

### Course Description

SafeColleges' *Office Ergonomics* course tackles two important areas for all district personnel: repetitive stress injuries and cumulative trauma disorder (CTD). The course reviews techniques to improve posture and technique, stretching exercises, and provides instruction on proper workspace arrangement including chair, table, and computer terminal configurations.

### Common Themes

- Definition of cumulative trauma disorder (CTD) or musculoskeletal disorder (MSD)
- Definition of ergonomics as defined by OSHA
- Procedures to review office design for possible CTD/MSD activities
- Review of the most common sources of back injury
- Demonstrations of common problems in the K12 school environment
- Examples of individual exercises designed to reduce CTD/MSD
- District responsibility for the prevention and tracking of CTD/MSD

### Authors

James Vaughan is president of Today's Resources, Inc. (TRI), a full-service safety and health consulting firm. Jim has direct OSHA compliance and loss-control experience.

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### Training Environments

*SafeColleges* is ideal for a blended learning environment, complementing in-service or video training, or as a stand-alone training course. The *SafeColleges* approach engages the learner in an e-learning environment while a Compliance Management System automatically tracks his/her progress through the courses. This assists the campus administrator or training coordinator in demonstrating compliance.

For a free evaluation, email [info@safecolleges.com](mailto:info@safecolleges.com) or call 1.800.434.0154.