

Office Ergonomics

Estimated time to complete: 20 minutes

Course Description

SafeSchools 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

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Instructor Support Materials

SafeSchools courses come complete with instructor materials to augment current training practices. Included with the course are:

- Microsoft PowerPoint presentations
- Lesson plans
- Case studies
- Course assessments
- Sample memos
- Policy guides
- Support materials

Training Environments

SafeSchools is ideal for a blended learning environment, complementing in-service or video training, or as a stand-alone training course. The *SafeSchools* 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 district administrator or training coordinator in demonstrating compliance.

For a free evaluation, email info@safeschools.com or call 1.800.434.0154.

