



Terrance G. Alexander, Director

Ergonomic Trainings

Office Ergonomics:

1. **Basic Office Ergonomics: Work Smarter, Not Harder (OSCH011).** This 60 minute presentation explains the 9 most commonly reported musculoskeletal discomforts by office workers, identifies ergonomic risk factors and explains simple adjustments that can be made to your workspace/work methods that can reduce your risk. This presentation can be customized to include the adjustments to the standardized chairs within the department. This session is scheduled for presentation at OSEH training location twice per month. Please see this link to sign up: <http://www.osehtraining.umich.edu/osehtraining/>

Objectives:

- To understand the link between awkward positions and frequently reported musculoskeletal discomfort.
- To learn strategies to reduce risk of experiencing musculoskeletal discomfort while working in an office setting.

2. **Small Budget, Big Impact Ergonomics (OSCH012).** This 30-45 minute presentation identifies the 3 most common ergonomic mistakes people make when working in an office setting, and provides guidance in how to fix these mistakes without spending a penny.

Objectives:

- Identify 3 most common ergonomic risk factors experienced by office workers
- Identify how to adjust your work setting to eliminate the most common risk factors experienced by office workers

3. **Laptop Ergonomics (OSCH013).** This 30-40 minute presentation identifies risk factors associated with use of a laptop as a primary computer and provides guidance and tips as to how to reduce risk of musculoskeletal injuries. This includes information for use of a laptop or notebook in an office setting, at home and on the road.

Objectives:

- Identify why using a laptop as a primary computer will increase risk of injury
- Identify strategies to lessen the impact of long term laptop use both at work, home and on the road.

4. **How to Adjust your Chair to Fit You (OSCH014).** This 15 minute customized session can provide workers information about how to adjust their chair to fit them and includes a hand out of chair adjustment features as well as how to adjust the workstation to fit them when they return to work. All workers will be asked to bring their chairs to the presentation space. This type of presentation works best if departments have standardized 1 or 2 chair styles.

Objectives:

- Identify what all levers, and knobs on your office chair do
- Learn how to adjust your office chair to fit you

5. **Integrating Ergonomics into Design (OSCH 010).** This 60 minute customizable ergonomics session addresses the challenge of proactively addressing ergonomic concerns in a departmental redesign, remodel or new construction. This presentation is targeted to those who may impact design and remodel decisions prior to crucial purchasing decisions including facility managers, designers and department managers.

Objectives:

- Learn critical design mistakes to avoid
- Learn how to best integrate work tool elements to avoid post design retrofits

Laboratory Ergonomics

6. **Laboratory Ergonomics (OSCH004).** This 60 minute presentation explains the most commonly reported musculoskeletal discomforts by laboratory workers, identifies ergonomic risk factors and explains simple adjustments that can be made to your labspace/work methods that can reduce your risk. This presentation can be customized to include adjustments to the commonly used equipment such as pipettes, microscopes, biosafety cabinets found in the worksetting.

Objectives:

- To understand the link between awkward positions and frequently reported musculoskeletal discomfort.
- To learn strategies to reduce risk of experiencing musculoskeletal discomfort while working in a laboratory setting.

Back Safety

7. **Back Injury Prevention and Safe Lifting (OSCH001).** This 30-60 minute presentation reviews the most common causes of back injuries/discomfort among laborers, identifies ergonomic risk factors and shows work methods that can reduce your risk. Multiple safe methods of lifting, pushing, pulling and carrying are demonstrated and research regarding the use of back/lifting belts is reviewed.

Objectives:

- To understand the link between work methods and frequently reported back discomfort.
- To learn strategies to reduce risk of experiencing back discomfort when employed in a physically demanding job.

Please note that customized presentations are available.

To schedule a departmental training, please contact the OSEH Ergonomics Program at 763-7704.