



OFFICE ERGONOMICS

Do you, your colleagues or employees work in an office all day, take on occupational health and safety or Workers Compensation responsibilities, review or make the purchase of equipment for the workplace?

If you have answered yes to any of the above this workshop may be for you.

Course Contents

Occupational Fitness Solutions holds a one day, interactive, practical workshop on ergonomics and work station design. This course, referenced to Worksafe Victoria's Officewise Guide, will assist you to develop skills in:

- What ergonomics is
- Identifying risks in the workplace which make you or your employees more susceptible to developing an overuse or workplace injury
- Controlling risks
- The Occupational Health and Safety legislation pertaining to office work areas
- Adjusting an office chair
- Assessing and make changes to an office work station
- Choosing office equipment necessary to perform the job efficiently and safely
- Demonstrating an efficient working posture
- Performing workplace stretches and exercises
- Managing stress at work
- Identifying environmental factors which can impact on office health such as lighting, noise and air quality.



Training Details

Date: On application

Time: 9am to 4pm

Catering: Morning tea and lunch provided

Provided: All attendees receive a comprehensive training manual

Enquires/bookings: Essential

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