

Ergonomics - Principles of Ergonomics

Audience: All persons who work in an office or at a job that requires prolonged sitting or operation of equipment such as computers and telephones.

Training Time: Average - 33 to 66 minutes [NOTE](#)

Delivery Formats: Web, CD-ROM, LAN, WAN, [Web-Connected CD](#)

Product Code: clmipooe

Interactive Producer: Mastery Technologies, Inc.

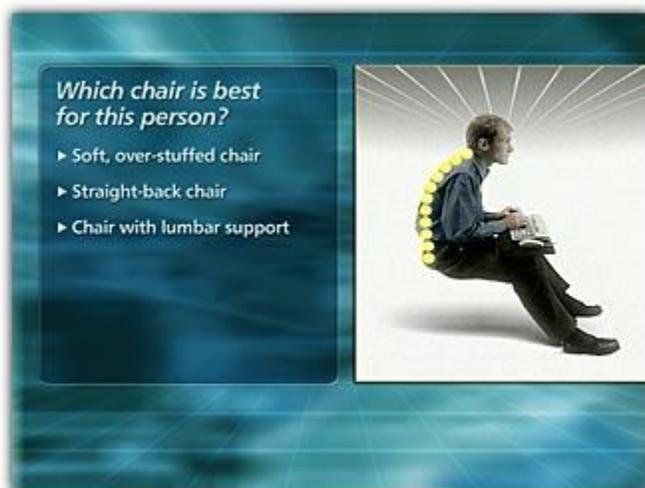
Original Content Producer: Comprehensive Loss Management, Inc.

Language(s): English, Flemish

Overview

This course addresses ergonomics issues from the perspective of your employees. Focusing on ergonomically correct body positions, this program offers solutions for how to compensate for workstation limitations and create a healthier and stress-free work environment for your employees.

Thirty eight interactions actively involve the learner in the training. Lesson interactions provide the learner opportunities to apply what he or she has learned. The computer assesses the learner's level of understanding of all learning objectives. All questions in this course are fully narrated. Narrations enhance comprehension and are welcome support for learners with reading skill deficits and when English is the learner's second language. When the learner answers a question incorrectly the computer provides remedial instruction and reviews the material until the learner can answer correctly. Mastery's exclusive Follow-up Review, standard in all Mastery Advantage courses, provides time-delayed reinforcement and review of the learner's newly acquired knowledge. The Follow-up Review enhances the transfer of newly acquired knowledge



to the learner's long-term memory.

The Learner navigates through the course and its resources using the standard Mastery Control Bar. Course resources include a fully narrated glossary of terms. Each term is pronounced and its definition read aloud to the learner. A topical index provides a complete map to the instructional material. The learner can ask for all course information on any topic at any time during the lesson presentations. The learner can use the topical index as a reference source even after completing the course. Closed Captioning is included. A complete transcript of all audio and video files is also provided with this course. Use the transcript file in conjunction with MODIFY to simplify customizations.

Topics

The course presents interactive instruction covering the following topical areas:

Positions and Posture

- Benefit
- Neutral position
- Bending and twisting
- Sitting
- Lumbar support
- Chair height
- Head and neck position
- Bifocals
- Computer monitor and holding phone
- Arm position
- Arm position, keyboard
- Chair and keyboard adjustments
- Adjusting your workspace



Hands Wrists and Arms

- Vulnerability
- Neutral position
- Palm rest
- Mouse, location
- Mouse, hand position

Visual Comfort

- Eye strain
- Glare
- Backlighting
- Reflected light

Movement and Stretching

- Movement
- Planning your tasks
- Breaks
- Lower back stretch
- Forearm stretch
- Neck and shoulder stretches
- Benefits

Putting It All Together

- Your role
- It's up to you

Performance Objectives

This course will measure mastery on each of the following performance objectives. Upon completion, workers will be able to...

Use proper body position and posture.

- Explain how to apply ergonomics to individual jobs.
- Explain the benefits of good body position and movement.
- Identify neutral position for the spine while the body is in a sitting position.
- Identify neutral position for standing.
- Identify the natural sight line when the neck is in neutral position.

Adjust workspace to improve body position and posture.

- Choose a chair with lumbar support to restore back's S-curve.



- Cite chair height adjustment as solution to pressure on back of legs.
- Cite foot rest as solution to pressure on back of legs while sitting.
- Analyze a head and neck position problem.
- Recommend a solution to a head and neck position problem.
- Recognize adjustments that can improve head and neck position.

Use proper hand wrist and arm position and movement.

- Explain why hands and wrists are vulnerable to stress and injury.
- Recognize proper wrist position while typing.
- Describe the proper position for the mouse and mouse pad.
- Identify proper hand and finger position on mouse.
- Relate poor mouse position to upper back, neck, shoulder and arm pain.

Maintain visual comfort.

- Relate glare and poor lighting to eye strain, headaches, and inefficiency.
- Identify the two types of glare that concern us most.
- Choose appropriate solutions for reflected glare problems.
- Choose appropriate solutions for backlight glare problems.

Maintain a wide range of motion throughout the day.

- Cite the benefit of building a wide range of motion into our daily lives.
- List ways to improve range of motion during the day.
- Describe how to stretch the lower back.
- Describe how to reduce tightness in the forearm.
- Identify exercises that help reduce tension in the neck and shoulder.

Apply ergonomic principles routinely.

- Agree to not ignore discomfort.
- Identify adjustments to the work environment as a means to improve body position and minimize stress.
- Recognize that many small changes can solve problems.