**Learning Objectives**

**Office Ergonomics Track (ERGOD)**

# Module One – Work Office

* **Understand the components and principles of an ergonomic office workstation.** The source emphasizes the importance of ergonomics in office settings, outlining key components like chairs, worksurfaces, keyboards, mice, monitors, and lighting. It provides criteria for selecting and adjusting these components to promote neutral body postures, comfortable reach zones, and overall well-being.
* **Learn how to conduct an effective office ergonomics assessment.** The source provides a step-by-step guide for performing office ergonomics assessments, including logistics, observation of work routines, identification of potential issues, and recommendations for improvement. It emphasizes the importance of user involvement, proper measurement techniques, and clear communication of findings.
* **Be able to identify and address common ergonomic risk factors in office environments.** The source highlights common ergonomic risk factors such as prolonged sitting, awkward postures, repetitive motions, and inadequate lighting. It offers practical solutions like chair adjustments, use of ergonomic accessories, work organization strategies, and the importance of micro-breaks and movement.

# Module Two – Home Office

* **Identify common ergonomic risk factors present in home office setups.** The source points out that home offices frequently lack ergonomic furniture and equipment. It highlights potential problems such as chairs with limited adjustability, improper monitor placement, desk height issues, and the absence of footrests.
* **Understand the advantages and disadvantages of working from home from an ergonomics perspective.** The source acknowledges the increase in work flexibility and potential for improved productivity associated with working from home. However, it also stresses the heightened musculoskeletal risks, especially to the neck, linked to prolonged computer use and suboptimal workstation setups often found in home office environments.
* **Apply a step-by-step approach to setting up a comfortable and ergonomically sound home office workstation.** The source provides detailed guidance on arranging a home office for various scenarios, including setups using laptops, desktop computers, and even couches. It emphasizes the importance of adjusting chair and desk heights, using external keyboards and monitors with laptops, and maintaining neutral body postures.

# Module Three – Beyond the Traditional Office

* **Recognize the ergonomic challenges and opportunities presented by mobile work environments ("Work on the Go").** The source emphasizes the growing prevalence of mobile work and its implications for ergonomics. It highlights that while mobile technology offers flexibility and productivity, it also poses musculoskeletal risks due to often suboptimal and constantly changing work setups.
* **Apply practical strategies to improve ergonomics in various mobile work settings.** The source provides specific advice for enhancing ergonomics while working in cars, airplanes, airports, and using mobile devices. Examples include using laptop stands, prioritizing posture changes and micro-breaks, optimizing device settings, and selecting appropriate devices for the task and hand size.
* **Explain the seven principles of Universal Design and their relevance to ergonomics.** The source introduces Universal Design as an approach to create environments and products usable by people with diverse abilities. It outlines the seven principles – Equitable Use, Flexibility in Use, Simple and Intuitive Use, Perceptible Information, Tolerance for Error, Low Physical Effort, and Size and Space for Approach and Use – and connects them to ergonomic principles of promoting neutral posture, minimizing effort, and optimizing workspace layout.

# Modules 1 through 3

* **Understand the components and considerations for conducting a successful office ergonomics assessment.** This includes identifying typical office components (chair, workstation, computer equipment, lighting, etc.) and understanding the specific needs of single-user vs. multi-user workstations. The assessment should consider the user's typical work routine, including the types of tasks performed and the percentage of time spent on each. Additionally, the assessment should address potential issues such as limited floor space, sharp edges on work surfaces, and inadequate clearance under workstations.
* **Learn the key principles of chair ergonomics.** Sources emphasize the importance of proper chair selection and adjustment for promoting neutral body postures and minimizing discomfort. Key criteria include adequate back support, adjustable seat pan and armrests, and a stable base. The "art of sitting" involves recognizing that the body is not designed for prolonged static postures and promoting frequent changes in seated positions and the use of micro-breaks.
* **Determine the appropriate work surface height for both seated and standing positions.** The sources highlight the significance of matching work surface height to the user's keyboarding technique ("piano player" vs. "forearm supporter"). Strategies are provided for determining the correct height for fixed, adjustable, and fixed/adjustable work surfaces in both seated and standing configurations.
* **Recognize the potential ergonomic risks associated with laptop use and develop strategies for mitigating these risks.** Sources emphasize that the fixed design of laptops can lead to postural imbalances if not used properly, especially for full-time users. [16] Recommendations include using a docking station with external monitor, keyboard, and mouse whenever possible. For situations where a laptop must be used independently, suggestions include laptop lap desks, wedges, and positioning the laptop to promote neutral wrist postures.
* **Understand the basic principles of Universal Design (UD) and their relevance to ergonomics.** Sources introduce the 7 Principles of Universal Design, which aim to create environments, products, and communications that are usable by people with a wide range of abilities and disabilities. The principles emphasize equitable use, flexibility, simplicity, perceptibility, tolerance for error, low physical effort, and appropriate size and space. The sources draw a parallel between UD principles and ergonomic principles, highlighting their shared goal of optimizing human performance and well-being.