



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Fax: 086 634 6330

Cell: 082 894 6643

Email: info@psttraining.co.za

Ergonomics Awareness In The Workplace

Overview

This course provides a comprehensive introduction to ergonomics in the workplace, aiming to enhance employees' awareness and understanding of ergonomic principles and practices. The focus is on preventing work-related musculoskeletal disorders and improving overall workplace productivity and safety.

Objectives

- Understand the basic principles of ergonomics and its importance in the workplace.
- Identify different types of ergonomic hazards and their potential impact on health and productivity.
- Recognize common work-related musculoskeletal disorders (MSDs) and other injuries associated with poor ergonomics.
- Comprehend the various risk factors that contribute to ergonomic injuries, such as repetitive motion, forceful exertions, and awkward postures.
- Enhance awareness of ergonomics among employees and management to foster a culture of safety and health.
- Ensure compliance with relevant health and safety regulations and standards related to ergonomics.

Course Prerequisites

Communication at ABET Level 3 & Mathematical at ABET Level 3

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent subject matter trainer, who utilises a combination of the following techniques to ensure that the session is practical and experiential: Discussion; Role Play; Exercises & Case Studies; Videos/DVD's; Games, Slide Shows & Written Questions.

Training & Evaluation

Training on a 70% theoretical and 30% practical basis (Incl. Risk Assessment)

Who should attend?

Managers and Supervisors; Health and Safety Officers; Human Resources Personnel; Administrative Staff; Facilities and Maintenance Staff.

Course Outline

This course consists of the following 7 modules	
Module 1	Introduction to Ergonomics; Definition and Importance of Ergonomics; What is ergonomics?; History and development of ergonomics; Importance of ergonomics in the workplace; Benefits of Ergonomics; Health and safety improvements; Productivity and efficiency gains; Employee satisfaction and well-being.
Module 2	Understanding Workplace Ergonomics; Types of Ergonomic Hazards; Physical hazards (e.g., repetitive motion, awkward postures); Cognitive hazards (e.g., mental workload, stress); Environmental hazards (e.g., lighting, noise); Common Ergonomic Injuries and Disorders; Musculoskeletal disorders (MSDs); Carpal tunnel syndrome; Back injuries; Eye strain.
Module 3	Ergonomic Risk Factors; Risk Factors in the Workplace; Repetitive tasks; Forceful exertions; Awkward postures; Static positions; Assessment and Identification of Risks; Workplace assessments; Employee feedback and surveys; Use of ergonomic assessment tools.
Module 4	Ergonomic Interventions and Solutions; Engineering Controls; Redesigning workstations; Ergonomic tools and equipment; Automation and mechanization; Administrative Controls; Job rotation and task variation; Work-rest schedules; Training and education; Personal Protective Equipment (PPE); Use and limitations of PPE; Examples of ergonomic PPE.
Module 5	Ergonomic Design Principles; Workstation Design; Office ergonomics (desk, chair, computer setup); Industrial ergonomics (machinery, tools, assembly lines); Manual Handling and Material Handling; Proper lifting techniques; Use of assistive devices (e.g., carts, lifts); Environmental Ergonomics; Optimal lighting and noise levels; Climate control.
Module 6	Implementing Ergonomics Programs; Developing an Ergonomics Program; Steps to create an ergonomic program; Roles and responsibilities; Ergonomics Team and Leadership; Forming an ergonomics committee; Leadership support and commitment; Training and Education; Ergonomics training for employees; Continuous education and updates.
Module 7	Evaluating Ergonomics Interventions; Monitoring and Evaluation; Methods to evaluate ergonomic interventions; Tracking and analysing data; Continuous Improvement; Feedback loops; Updating ergonomic practices.

Additional Information

Duration	1 Day	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • SAIOSH Accredited (2 CPD credits/points) 	<ul style="list-style-type: none"> • Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire