

# Basic Office & Laboratory Ergonomics & Risk Assessment



South African Institute of  
Occupational Safety and Health  
**Verified - 2 CPD Points**



## Course Outcomes

This short course will enable delegates to:

- Explain Ergonomics
- What Causes & Prevents Ergonomical Injuries
- How to Set Up an Ergonomics Policy
- Identify Awkward Postures, Work Related Upper Limb Disorders
- How to set up an Office and Laboratory Workstation
- How to Complete Ergonomics Risk Assessments



## Course Contents

- **What is Ergonomics**
  1. Definition
  2. Ergonomic Principles
  3. Ergonomical Injuries
  4. How ergonomic injuries are caused
  5. What is good ergonomical practice/s
  6. Some regular terms used in ergonomics & what it refers to
  7. Ergonomics Policy
- **Awkward Postures**

Examples of awkward postures covering

  - a) the hand/wrists,
  - b) shoulders
  - c) back
  - d) neck & head
- **Work Related Upper Limb Disorders (WRULDs)**
  1. What is meant by WRULDs
  2. Causes & Symptoms
  3. Basics of what each WRULD is & recognizing it in a complaint or when assessing a person
  4. How the Compensation Commissioner claim procedure for WRULDs works & what forms to complete & must be attached
  5. WRULDs prevention
- **The Workstation Set-up - Office & Lab**
  1. Works Zones
  2. Seated working positions
  3. Desks/Benches
  4. Chairs
  5. PC/Instrument screens
  6. Standing working positions
- **Office & Laboratory Ergonomics Risk Assessments**

Need also to Complete:

- Laboratory Ergonomics Risk Assessment



## Target Audience

- **Laboratory based:**
  - \* post-graduate students
  - \* post-doctorate students
  - \* assistants
  - \* technicians & scientific officers
  - \* managers & supervisors
- School Science teachers
- School Science technicians



## Course Dates 2024

- **3 - 4 July**  
Classroom 4G, PD Hahn, UCT (8h30 – 13h00)  
Alternatively, inhouse group training can be arranged / client's requirements.  
1 x full day/alternatively,  
2 x 5-hour days.



## Bookings

UCT Staff on SuccessFactors:  
[www.successfactors.uct.ac.za](http://www.successfactors.uct.ac.za)

External Candidates & UCT Students:  
Online Registration Form



## Costs

- R600-00 for UCT Attendees
- R1200-00 pp (Ex VAT) for External Attendees  
Alternatively, request a quotation for group training.  
Min 10 persons.



## Facilitators

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## Certificate

UCT Accredited Attendance Certificate