

Basic Laboratory & Office 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



Target Audience

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



Costs

- UCT Attendees FREE
- R1200-00 pp (Ex VAT) for External Attendees

Alternatively, request a quotation for group training @ 25% discount. Min 10 persons to attend.



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**

Assessment: Completion of a Laboratory Ergonomics Risk Assessment



Course Dates 2026

Face2Face

- 14 July, UCT Upper (8h30 – 16h30)

Live Online

- 17 Nov, M5 Teams (8h30 – 16h30)



Bookings

UCT Staff on SuccessFactors:
www.successfactors.uct.ac.za

UCT Students & External Attendees:
[Online Registration Form](#)



Facilitators

Monique Muller

✉ monique.muller@uct.ac.za

Dr. Sophie Rees-Jones

✉ sophie.rees-jones@uct.ac.za

CEM OHSE Unit

☎ 021 6504549



Certificate

UCT Accredited Successful Attendance e-Certificate upon successful completion of assessment

OHSE