



# Office ERGONOMICS

*Looking after people at work*



You probably know what employers need to do to satisfy the legal requirements concerning office work. You probably also know how they can achieve it in terms of setting up chairs and workstations. But can you offer that little bit extra to your potential clients? Can you give their staff information about *why* they need to set their chairs up properly, or how they can avoid eyestrain by setting their display up correctly, and by using good work practices? Are you confident that you're giving good advice to the buyers of your office equipment? Are you leading them to products that are most suited to them based on knowledge about how the human body works?

We offer a one day training course in **Office Ergonomics for Equipment Suppliers** covering legal aspects, health issues and good practice. This can be extended to two days if you wish to attain a certificated level of competency, by taking a test and a practical assessment. In addition to the basic training offered, we can add or extend specific topics if you consider it useful to your business.



## Course outline

### Legal requirements

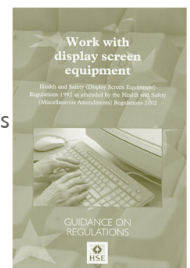
- Roles and responsibilities within organisations
- The Management of Health & Safety at Work Regulations
- The Display Screen Equipment Regulations

### Health issues

- The structure and function of the back
- The structure of the wrist
- Avoiding musculoskeletal aches and pains
- Causes of eyestrain and headaches
- Avoiding fatigue and stress

### Good practice

- Setting up the chair and workstation
- Optimum display settings
- Work organisation
- Use of laptops



## JRP Training

For more information, contact John Ridd or Tina Worthy at JRP Training, PO Box 170, Woking, Surrey GU24 9YD  
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