



**Environment, Health, & Safety
Training Program**

EHS 0061 ~ Ergonomic Advocate Training

Course Syllabus

Subject Category: Office Ergonomics
Course Length: 2.5 hours
Delivery Mode: Class + 1:1 mentoring as indicated
Schedule: As needed

Course Prerequisite: EHS 0058
Medical Approval: No
Refresher: No

Course Purpose: The purpose of this training is to teach Ergonomic Advocates how to effectively perform ergonomic evaluations of computer workstations in varying work environments.

Course Objectives:

After completing training, participants will be able to:

- Manage administrative functions of ergonomics using the Ergo Database, Enviance to meet division needs.
- Perform an ergonomic evaluation to identify risk factors and provide appropriate solutions or next-step actions.
- Assemble and adjust furniture and equipment that LBNL's ergonomics group provides to Lab employees

After completion of classroom instruction customized one-on-one mentoring will be provided which may include use of Ergo Website, Ergo Database, Enviance, checklists, product catalogs, RSI Guard, use of various chairs and accessories, and performance of office ergo evaluations.

Course Instructional Materials:

- Presentation, performance aids, hands-on activities, ergonomic equipment and furniture

Instructor: EHS Ergonomics Team

Training Compliance Requirements: Business need (not driven by compliance)

Participant Evaluation: Written evaluations regarding the effectiveness of the trainer, the training and the visual aids.

Assessment: Participants are quizzed throughout the classroom training section topics during program and are required to demonstrate their knowledge and skills via actual performance of ergo evaluations as part of the 1:1 mentoring

Retraining/Recertification: None

Once completing EHS061 employees can re-take the class for a refresher or update of current processes and resources. Also EHS061 will be used to conduct additional training such as Telecommuting Ergo Evaluations.

WEB Resource: <http://ergo.lbl.gov/>