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TRAINING MATRIX

INDUSTRIAL ERGONOMICS

Title / Formula	Duration	For whom?	Contents
Training A Ergonomics Introduction to ergonomics	7 hours	• OHS Committee • Ergonomics Committee • OHS coordinators • OHS Advisors	• Fundamental principles of ergonomics • Ergonomic indicators • Musculoskeletal disorders (MSD) • Risk factors for musculoskeletal disorders • Tool for identifying and prioritizing ergonomic risks • Practical exercises • Key elements of an ergonomic approach
Training B Ergonomics Load handling and safe work methods	7 hours	• OHS Committee • Ergonomics Committee • OHS coordinators • OHS Advisors • Trainers **Having already followed Ergonomics Training A**	• Identify dangerous situations • Principles of safe load handling • Identify procedures that limit exposure to risk • Strategies to influence colleagues' work practices
Training C Ergonomics Ergonomic approach	14 hours	• OHS Committee • Ergonomics Committee • OHS coordinators • OHS Advisors **Having already followed Ergonomics Training A**	• Back to course content A - Introduction to ergonomics • Key elements of ergonomics management • Develop an organizational profile • Setting priorities • Understanding work activity • Workstation risk inventory • Tools for assessing risk in relation to standards • Prioritize identified risks • Identify root causes • Develop context-specific solutions • Measuring the anticipated impact of proposed solutions • Assessing the cost-benefit ratio of possible solutions • Presenting recommendations • How do you implement an ergonomic solution? • Monitor and evaluate the actual impact of implemented solutions

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TRAINING MATRIX

INDUSTRIAL ERGONOMICS

Title / Formula	Duration	For whom?	Contents
Training D Ergonomics Engineering and design	14 hours	• Engineer • Project Manager • Maintenance Manager	• What is ergonomics? • Fundamental principles • Risk factors for musculoskeletal disorders • Tools for identifying and prioritizing ergonomic risks • Anticipating actual ergonomic challenges • Designing to limit risks • Defining design criteria tailored to the identified issues • Ergonomic audit tool for a design project
Training G Ergonomics Governance team	2 hours	• Plant Manager • Management team	• What is ergonomics? • Identify actual ergonomic challenges • Why and how to implement an ergonomic process? • Identify expectations regarding the ergonomic process • Roles and responsibilities of the management team • Resources required for different types of project • Choosing a strategy based on available flexibility • Establish project-specific metrics (KPIs)
Training S Ergonomics Supervisor & Team Leader	3.5 hours	• Supervisor • Team leader • Department head	• What is ergonomics? • Risk factors for musculoskeletal disorders • Role of the supervisor in health and safety/ergonomics • Promoting a culture of openness and prevention • Workstation adjustments and work adaptation • Example of checklists for ergonomic risks • Documentation of interventions
Training P Ergonomics Prevention Team	7 hours	• OHS Coordinator • OHS Advisor	• What is ergonomics ? • Identify the real ergonomic challenges • Why and how to set up an ergonomic process? • Identify expectations regarding the ergonomic process • Roles and responsibilities of the various players • Resources required for different types of project • Choosing a strategy based on the available room for manoeuvre • Establish project-specific metrics (KPIs)

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TRAINING MATRIX

OFFICE ERGONOMICS

Title / Formula	Duration	For whom?	Contents
Training E Office Ergonomics Ergo-Coach	7 hours	• OHS Committee • Ergonomics Committee • OHS Coordinator • OHS Advisor	• What is ergonomics? • Risk factors for musculoskeletal disorders (MSDs) in office settings • Underlying causes of MSD risk factors • Adjusting key computer workstation components • Information and impact of different computer setups • Information and impact of selecting ergonomic accessories • Impact of the physical work environment • Steps to properly adjust a computer workstation • Introduction to a tool for identifying computer workstation issues

Training (s)	Duration
A	7 hours
B	7 hours
C	14 hours
A and B	14 hours
A and C	21 hours
A, B and C	28 hours
D	14 hours
G	2 hours
S	3.5 hours
P	7 hours
E	7 hours

Maximum 8 participants per course
Travel, accommodation and subsistence expenses not included