

# Office Ergo Workshop

Wednesday, February 24, 2010

Cambridge (Ayr), ON  
8:30 a.m. - 4:30 p.m.

Register soon for a one-day, hands on program where you will learn to identify ergonomics issues at office workstations, and implement appropriate improvements!

## Workshop features:

- Learn what ergonomics is and why it is important to you.
- Learn about basic anatomy and injuries.
- Learn to **adjust your chair** to optimise comfort and productivity.
- Learn to **optimise keyboard, mouse, desk, shelf, document and monitor heights**.
- Identify where **sit/stand work stations** are appropriate, and how to use them.
- Conduct a **“Desk-Top Inventory”** and organise your work space.
- Optimise **work practices**, using work pacing, ambi-dextrous habits, stretch breaks, and “dump the junk” habits.
- Learn to minimize visual concerns, by optimising **viewing distance, lighting, glare, screen parameters, and eye care**.
- Identify when and where **“ergo appliances”**, such as wrist rests, wrist supports, head sets, ergonomic mice and keyboards, and laptop accessories are appropriate.
- Design new offices and work stations with consideration of **efficiency, noise, temperature and traffic flow**.
- Apply the “Office Ergo Quick Reference” (**checklist**).
- Learn in a comfortable, relaxed setting, with participants from various companies, so you learn from each other, as well as the instructor.

## Your course fee includes:

- 1 day of interactive learning
- Detailed course manual
- Quick reference guide
- Tape measure & clipboard

## Who will benefit?

- Office Joint Health & Safety Reps
- Health & Safety Coordinators
- Occupational Health Nurses
- Facilities Designers
- Computer support specialist who set up computers



Registration: Fax this to 519 632-7469, or call for info: 519 632-5103

Or mail it with your cheque to Taylor'd Ergonomics at P.O. Box 1107, Ayr, ON N0B 1E0

Company name	Name(s) of participants	Price
_____	_____	\$375.00
Address	_____	
_____	_____	
Phone	_____	
_____	_____	
Fax	_____	
_____	_____	
Email address	_____	
_____	_____	
Method of Payment	# of participants x \$375.00 =	Subtotal: _____
<input type="checkbox"/> Bill me, on purchase order#		GST: _____
<input type="checkbox"/> Cheque enclosed. Please mail to above address		#897656377) _____
		Total: _____

Sorry we do not accept credit cards. Cancellations made within one week of the workshop will be subject to a \$100 charge, although substitutions will be permitted at any time.



Visit us at [www.taylordergo.com](http://www.taylordergo.com) to learn more about our company and upcoming workshops!