



Back School of Atlanta Presents:

MUSCULOSKELETAL DISORDERS & ERGONOMICS
CERTIFICATION

**Understanding and Using Ergonomics to Implement Effective
Musculoskeletal Disorder Programs**

HOME STUDY COURSE

COURSE OVERVIEW:

This home study course will instruct the student in the basic concepts and principles of occupational ergonomics that will qualify them to evaluate work tasks, identify ergonomic issues and brainstorm options for improvement.

This course covers how to set up an Ergonomics Program as outlined by the OSHA Ergonomics Program (Repealed Standard) as well as how to provide Prevention and Re-education programs to employees, employers, and clients on reducing the costs associated with musculoskeletal disorders.

Other topics covered include upper and lower extremity disorders (including Carpal Tunnel Syndrome), back and neck injuries, how to perform a work site ergonomic analysis, how to identify risk areas and provide cost-effective solutions, office ergonomics, exercises for prevention, techniques for effective training, body mechanics (including the revised NIOSH Lifting Formula) and posture.

Emphasis is placed on identifying the underlying causes of the Cumulative Trauma Disorders/Musculoskeletal Disorders, methods to detect and evaluate problems in the work site, and approaches to reduce or prevent CTDs/MSDs (including training and exercise programs).

One section on marketing covers “How to Estimate the FINANCIAL Impact of Injuries“ which includes a sample proposal and a brief marketing plan outline.

An extensive product bibliography and internet links for information about ERGONOMICS are also provided.

COURSE MATERIALS:

1. Workbook
2. VHS or DVD video of office and industrial jobs
3. Job Hazard Analysis Checklists & Worksheets
4. Ergonomic Program Management Guidelines For Meat Packing Plants (OSHA Publication #3123)
5. Working Safely With Video Display Terminals (OSHA Publication #3092)
6. 100 Question Exam

REQUIREMENTS FOR COMPLETION:

1. Students must complete a written 100-questions post-test with a 90% correct score.
2. Students must choose one office and one industrial job from the accompanying videotape or dvd to analyze, using the OSHA Ergonomics Standard (repealed) Risk Factor Checklist. (Included in workbook. Copies can also be found in folder.)
3. Students must submit the Risk Factor checklist and a written report for each of these two jobs. (Reports should be similar to the examples found in the workbook.)

CERTIFICATION AND CEUs:

Certification: Students must submit their written exam and written Ergonomic Reports to the Back School of Atlanta for scoring and review **WITHIN 90 DAYS OF RECEIPT OF COURSE PACKET**. Copies of exam and certificate will be returned to students within **30 days**. If all the requirements have been met and passed, they will be awarded their certificate as a **Certified Ergonomic Assessment Specialist (CEAS)**. If the above-specified criteria was not met they can resubmit a different exam and/or corrected reports for certification, otherwise they will be awarded a certificate of completion and CEU's without certification as a CEAS. **IN ALL CASES STUDENTS WILL BE AWARDED CEU'S.**

CEUs: It is important that you contact your state licensing board for information regarding the amount of continuing education credits allowed for this home study course. The amount of CEU's that are normally given for this course at our onsite workshop is **15 Contact Hours/1.5 CEU's** calculated at the standard 1/10 of a credit per 60 minutes of study, except in states where pre-approval of workshops are required by that state's licensing board, in which case the amount of CEU's given may vary.

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MUSCULOSKELETAL DISORDERS & ERGONOMICS CERTIFICATION HOME STUDY VIDEOTAPE OVERVIEW

The enclosed Worksite Analysis Videotape or DVD (40 minutes) is used for your Ergonomics analysis reports. Two industrial and two office locations are shown. Please choose one from each category to analyze. The following overviews will be helpful.

- CHICKEN PROCESSING - A machine paced repetitive job with a cold (below 50 degrees F), wet and noisy work environment. An employee (using a straight handle knife) is making a cut down the back of the chicken and then cutting off the left leg and tossing it into a bin in front of their work area.
- PAPER MILL – A heavy lifting job (35-60 lbs) with grasping of stacks of cardboard from machine bin to pallet. The work environment is hot (above 100 degrees F) in some areas, noisy (hearing protection required) and has a strong smell of paper processing.
- VDT/OFFICE – A receptionist in a rehabilitation department who works at 3 different work stations (typewriter, meditech and VDT). Answering phones, patient note transcription and patient greeting/assistance are apart of her responsibilities.
- VDT/OFFICE – A payroll entry job with mostly numerical data entry. VDT not located in front of employee. A few of the issues are a poor fit of the chair and a glare on the screen.

MUSCULOSKELETAL DISORDERS & ERGONOMICS CERTIFICATION

HOME STUDY COURSE OUTLINE

The course content covers the topics listed below. Each section is a separate module. They can be mixed and matched to highlight topics or reach different levels of knowledge. The training course is complete with an exam, required submission of an office and industrial ergonomics report and a certificate of completion.

MODULE 1 INTRODUCTION TO ERGONOMICS

Pages 10-97

- OSHA Standards/Government Recommendations
- Epidemiology and overview of MSDs and ergonomic prevention
- Back, neck and upper back injury review
- Upper extremity anatomy and pathology
- Carpal Tunnel Syndrome
- Lower extremity anatomy and pathology

MODULE 2 OSHA ERGONOMIC PROGRAM BASIC ELEMENTS PART I MANAGEMENT LEADERSHIP

Pages 98-100

- Management Leadership
- Initial Question
- Ergonomics Committee

MODULE 3 OSHA ERGONOMIC PROGRAM BASIC ELEMENTS PART II EMPLOYEE PARTICIPATION

Pages 101-103

- Employee Participation
- Record Review
- Employee Questionnaires

MODULE 4 OSHA ERGONOMIC PROGRAM BASIC ELEMENTS PART III MSD MANAGEMENT

Pages 104-116

- Musculoskeletal Disorder Management
- Medical Management Concepts

MODULE 5 OSHA ERGONOMIC PROGRAM BASIC ELEMENTS PART IV JOB HAZARD ANALYSIS

Pages 117-148

- Visual Inspections
- Audiovisual Recording and Review
- Written Checklist

**MODULE 6 OSHA ERGONOMIC PROGRAM BASIC ELEMENTS PART V
HAZARD REDUCTION & CONTROL MEASURES**

Pages 149-164

- Approaches to reduce or prevent Musculoskeletal Disorders
- Client Reports

**MODULE 7 OSHA ERGONOMIC PROGRAM BASIC ELEMENTS PART VI
TRAINING**

Pages 195-254

- Education Programs
- Body mechanics, NIOSH work practices guide for manual lifting, back belts
- Fitness and Exercise programs

MODULE 8 MARKETING OF ERGONOMICS PROGRAMS

Pages 255-266

- Direct and Indirect expenses of MSDs
- 12 Steps for Marketing Ergonomic Programs
- Sample Proposal

MODULE 8 BIBLIOGRAPHY

Pages 267-275

Certification: This workshop certifies that you are able to perform an office or industrial ergonomic analysis using the OSHA (draft) guidelines checklist. This checklist gives you an objective numerical total of points for risk factors. OSHA does not specify who is qualified to analyze jobs or outline any certification process. They do, however, provide a definition for health care professionals (See OSHA Draft Proposed Ergonomics Program Standard website at www.osha.gov). After completing two jobsite analysis reports, you will be given your certificate designating you as a “Certified Ergonomic Assessment Specialist™”. Another group that also offers certification in ergonomics is the Board of Certification in Professional Ergonomics. This is primarily aimed at the engineering profession. They may be contacted at:

Board of Certification in Professional Ergonomics
P.O. Box 2811
Bellingham, WA 92227-2811
(360) 671-7601

MUSCULOSKELETAL DISORDERS & ERGONOMICS CERTIFICATION

Understanding and Using Ergonomics To Implement Effective
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HOME STUDY COURSE INSTRUCTIONS

- STEP #1 Review the Table of Contents for the Musculoskeletal Disorders & Ergonomics Workshop Manual. Read the OSHA Ergonomics Standard and Statistics on Ergonomics and Musculoskeletal disorders. Skim the other areas for specific topics of interest.
- STEP #2 Review the OSHA publications #3123 (Ergonomic Program Management Guidelines for Meatpacking Plants) and #3092 (Working Safely With Video Display Terminals).
- STEP #3 Review the 100-question Post-Test.
- STEP #4 Answer the Post-Test questions and review the above written material as needed to complete this section.
- STEP #5 Review the videotape or dvd of two industrial jobs and one office job.
- STEP #6 Choose one of the industrial jobs and one of the office jobs and complete a Risk Factor Checklist (RFC) / Table W-1 Basic Screening Tool (located in the workbook). Additional copies are included in course packet.
- STEP #7 Transfer information to Worksite Ergonomic Analysis Report (WEAR) – OFFICE or INDUSTRIAL forms.
- STEP #8 Compile FINAL written report for each job analyzed (Office and Industrial) similar to the examples in your workshop manual.
- STEP #9 Mail, fax or e-mail your finished reports including the RFC's & WEAR's to The Back School of Atlanta. Please mail them to 1962 Northside Drive, Atlanta, GA 30318-2631 or email them to info@backschoolofatlanta.com or fax them to (404) 355-3907.

If you need any assistance with this course please contact us by phone @ 800-783-7536 or send an e-mail to info@backschoolofatlanta.com during the hours of 9 a.m. – 5 p.m. EST.