Department of Administration
Bureau of State Risk Management

Ergonomics Coordinator Training

Training Dates: **March 28, 2012** or **April 4, 2012**

Time: 9:00 a.m. to 3:30 p.m.

Location: DOA Administration, Yahara Room (ground floor)
101 East Wilson, Madison

Ergonomics:
Ergonomics is concerned with the 'fit' between the user, equipment and their environments. It takes account of the user's capabilities and limitations in seeking to ensure that tasks, functions, information and the environment suit each user. The Bureau of State Risk Management's (BSRM) goal is to provide tools and skills to empower agency or institution ergonomic coordinators to facilitate ergonomic questions and make workstation adjustments based on employee assessments. These activities make the workplace a safer, more productive place for our employees and support our ongoing efforts to prevent injuries and reduce losses.

Training Description:
The main component of this Ergonomics Coordinator training program is to demonstrate how to conduct ergonomic assessments via hands-on demonstrations. In addition, the trainees will learn about the responsibilities of being an Ergonomics Coordinator.

Physical ergonomic hazards will be demonstrated and discussed in order to assist the trainees in identifying ergonomics suggestions that can help to avoid workplace injury. At the completion of the program, participants will be able to

- identify the principles of correct office ergonomics.
- have sufficient information and resources to perform ergonomics assessments.
- apply the knowledge learned to identify common ergonomic risk factors.
- assess your own work station and work practices.

Trainer:
Erin Mirza is an independent safety consultant and has extentive knowledge in conducting ergonomic and hazardous assessments. She received her BS in Industrial Technology Management with an emphasis in Occupational Safety Management from the University of Wisconsin-Platteville.

Registration:
Class is free and limited to ten (10) participants per session. Questions may be directed to Jason Gates, Deputy Director, at jason.gates@wisconsin.gov or 266-2421.

To register for the March 28, 2012 class, go to:
http://www.doa.state.wi.us/training/coursedetails.asp?classid=1127&famid=25&locid=1

To register for the April 4, 2012 class, go to:
http://www.doa.state.wi.us/training/coursedetails.asp?classid=1128&famid=25&locid=1

You may also register at the DOA website under Education & Training/DOA Staff Development.
Registration deadline: **March 21, 2012**.