

Franklyn Work Safety

Workstation Set-up Training 2019/2020



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Option A: Standard Workstation Set-up Training

Location	At clients workplace
Target Participants	People who spend the majority of their work day in desk based work
Training Content	<p>45 – 60 minute training session on desk based work – good practice principles and risk factors. The training session includes (but is not limited to):</p> <ul style="list-style-type: none"> • Basic physiology/anatomy of common desk based work related injuries. • Discussion, explanation and practical demonstration about how to set up a workstation to minimise the risk of muscular skeletal injury and discomfort. <p>At the conclusion of the session, participants are given a workstation set-up guide sheet, and return to their desks to apply the principles just learned.</p>
Facilitator	Registered Occupational Therapist experienced in the provision of Workstation Assessments
Number of participants	Suitable for up to 15 participants
Resources Required	Client make available a standard workstation space that will facilitate the participants gathering around the Franklyn Work Safety consultant, who delivers the session primarily seated at the workstation.

Option B: Conducting a Basic Workstation Assessment

Location	At clients workplace
Target Participants	Health and Safety Representatives, Supervisors, Health and Safety Coordinators
Training Content	<p>~90 minute training session on conducting a basic workstation assessment. The training session includes (but is not limited to):</p> <p>Part A - Tutorial</p> <ul style="list-style-type: none"> • Basic physiology/anatomy of common desk based work related injuries; • Discussion, explanation and practical demonstration about how to conduct a workstation assessment with a view to minimise the risk of muscular skeletal injury and discomfort of the user; • Identifying red flags and setting safe guards for workstation assessments conducted by people who are not trained ergonomists, occupational therapists, physiotherapists etc. <p>Part B - Practical</p> <ul style="list-style-type: none"> • Participants use a checklist to complete a workstation assessment on a fellow staff member, whilst the Franklyn Work Safety consultant circulates amongst the group and provides guidance and supervision.
Facilitator	Registered Occupational Therapist experienced in the provision of Workstation Assessments
Number of participants	Suitable for up to 15 participants
Resources Required	<p>Part A: Client to make available a standard workstation space that will facilitate the participants gathering around the Franklyn Work Safety consultant, who delivers the session primarily seated at the workstation.</p> <p>Part B: Participants to utilise workstations in a training room or return to their own desks to conduct the practical component of the session.</p>

Option C: Standard Workstation Set-up Training + Brief Assessment

Location	At clients workplace
Target Participants	People who spend the majority of their work day in desk based work
Training Content	<p>As per Option A</p> <p>PLUS</p> <p>A Franklyn Work Safety Consultant visits each participant at their desk to provide a brief (approx 15 minutes per person) workstation assessment.</p> <p>A brief consolidated report is then provided that details key findings/actions undertaken and recommendations (if any) for each staff member assessed.</p>
Facilitator	Registered Occupational Therapist experienced in the provision of Workstation Assessments
Number of participants	Suitable for up to 15 participants
Resources Required	Client to make available a standard workstation space that will facilitate the participants gathering around the Franklyn Work Safety consultant, who delivers the session primarily seated at the workstation.

Contact Franklyn Work Safety for a quote
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