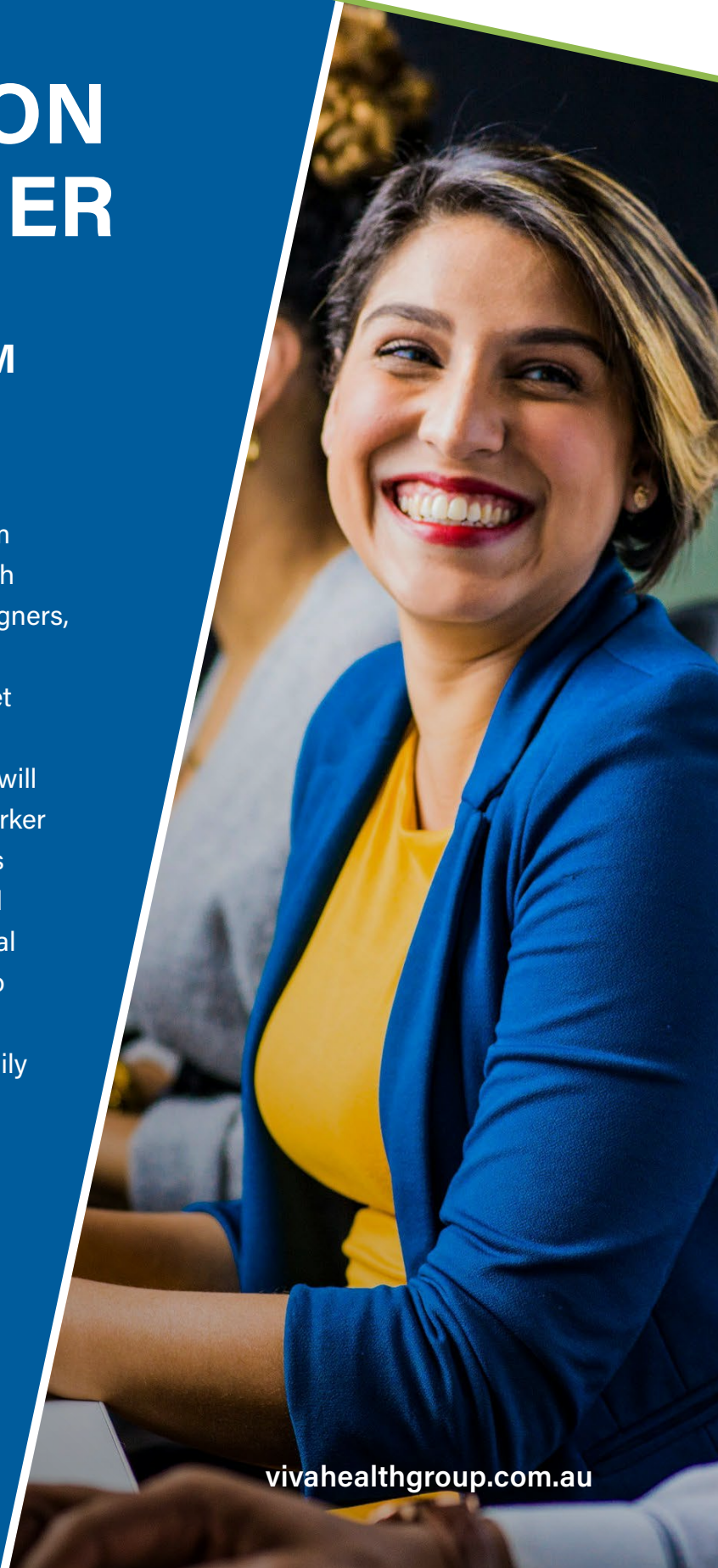


# ViOffice WORKSTATION PRACTITIONER

## FOUNDATION LEVEL 1 CERTIFICATION PROGRAM

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**The ViOffice Workstation Practitioner Program (ViOWP)** is designed to help team leaders, occupational health advisors, health practitioners, procurement specialists, designers, or office furnishing suppliers or dealers, for example, to develop foundation-level skillset in assessment and advising for custom workstation comfort and “fit”. The program will help practitioners assess the needs of a worker collaboratively and make recommendations for workstation adjustment, furnishings and equipment, lay-out, and basic environmental health needs. Practitioners will learn how to establish criteria for referral for specialised providers also but be able to solve many daily challenges and design for productivity and health at a base-needs level. Participants will engage in online interactive and face-to-face interactive and practical training delivery to help them become recognised and technical certified as a ViOffice Workstation Practitioner (C-OWP)





**Human-centred design (human factors and ergonomics) promotes productivity and health, contributes to sustainability, saves money, and engages the workforce.**

## THE OBJECTIVES

- » To provide foundation-level office workstation practitioner training through an efficient and effective delivery model
- » To ensure quality, current, evidence-based training delivery and competence development among foundation-level practitioners

## THE STRATEGIES

- » Face-to-face, interactive, and practical training delivery to team members aspiring to become recognised technically certified as ViOffice Workplace Practitioners – Foundation Level 1 (C-OWP)
- » On-line, mixed-media and resource provision and training pre- and post-training

## THE TAKE-AWAYS

- » Practitioners will obtain a new skillset to assess and advise individuals for foundation-level workstation “fit”
- » Practitioners will have resource material for their ongoing reference when justifying their recommendations
- » Practitioners can review online material pre- and post- face-to-face delivery for up to 4 months
- » Discussion forums will enable practitioners to learn from one another and from the training facilitators
- » Practitioners will have access to an interactive animated case study to help test their practical knowledge
- » Practitioners will have access to a paper-based assessment tool for basic screening, assessment, and advising
- » Practitioners can use the credential of C-OWP post successful completion of all assessment material and face-to-face delivery attendance

# THE TRAINING

## MODULE CONTENT

**The training modules will include the following topics:**

### **MODULE 1: GOOD WORK DESIGN**

- » Good work design – design of work that is conditioning (physically, socially, cognitively); integration of health protection and promotion; and emerging accrediting bodies promoting work design and health

### **MODULE 2: HEALTH PROTECTION IN THE OFFICE**

- » Health protection: hazards and the interaction of risk factors that contribute to acute or cumulative musculoskeletal disorders and specific risks associated with office workstation use
- » Physical ergonomics at the workstation: an overview of anatomy, physiology, and biological health as it pertains to the health environment; muscle analysis charts and metabolic health considerations while working at a traditional office workstation; common injuries that may arise from office workstation interaction
- » Sedentary work (risks and design opportunities)

### **MODULE 3: ASSESSMENT AND INTERVENTION STRATEGIES**

- » The assessment, communication, measurement, and referral process (to and from assessment)

- » How to conduct a basic assessment for an office workstation user: 5 key areas and where to start
- » Sedentary Behaviour and Chair Adjustments
- » Sit-Stand Desk Adjustments
- » Monitor Arm Adjustments

### **MODULE 4: WORK DESIGN FRAMEWORK**

- » Work design and considerations for the office environment: when to review for pre-occupancy or individual support needs
- » Health and Wellbeing Strategies: how office workstation ergonomics fits these models: e.g. design for diversity and agility and design for health or productivity
- » ISO Standards, guidelines, legislation, and community practice

The face-to-face delivery will focus on the interactive, practical aspects of workstation assessment and set-up and environmental health considerations, but all theoretical concepts may be touched upon during direct delivery.

Mixed-media resources with online, short training materials will supplement all learning and expand knowledge about the topics listed above. A resource guideline will be shared to help provide up-to-date reference and standards from which to cite when making recommendations in reports.

**VIVA Health at Work inspires enterprising leadership to help you achieve award-winning human-centred design. We specialise in human factors and ergonomics solutions: organisational ergonomics, physical ergonomics, and cognitive ergonomics.**

We are concerned with the design of work for productivity and well-being. We are human-centred work analysts and design strategists and, through the analysis of task requirements, we advise structural designers (e.g. engineers, architects, interior or industrial designers) and organisational managers (e.g. safety, operations, workforce strategy, procurement) how to provide for the best possible work conditions or product interface.

Our concern is the welfare of your business, people, and culture. We are interested in helping your organisation, work, or product design achieve lingering transformation that leaves a legacy of change for the best.

We want to see you exist in a workplace or engage with product design that is better than good; it is enviable and desirable – where greatness begets excellence.

Viva! Health at Work operates throughout Australia, New Zealand, and Southeast Asia (Asia Pacific Region).

### **OUR APPROACH TO ERGONOMICS**

We are human-centred design strategists, and our approaches are underpinned by the teachings and practices of human-factors and ergonomics. We analyse and intervene to positively affect the interconnection of organisations (environment, systems, work activities, tasks, equipment, and individuals) through optimised cognitive and physical performance. We inspire organisations to develop innovative, competitive, resilient, enterprising, and inventive work strategies. We help organisations evaluate task performance with participation among subject matter experts; find the opportunities for work, product, or training re/design; identify hazards, analyse risk, and determine risk levels; develop design concepts and features; test these concepts and manage an iterative design practice; establish leading indicators; understand what “good” looks like; integrate business unit activity; and develop award-winning work, training, or product solutions.

**Design work in which you thrive**

#### **COURSE ENQUIRIES:**

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