



**Workshop on Workplace Ergonomics**  
May 12 – 16, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt  
November 3 – 7, 2025, 2<sup>nd</sup> Run: Lagos & Abuja  
**For Tutor -Led Class:** 9am – 4:30pm  
**Workshop fee:** N300, 000 per Participant  
**For online:** Delivery via Zoom  
**Online course fee:** N250, 000 per Participant  
**Available for In-plant Training**

**700 USD for foreign  
Participants**

### Program Overview:

Ergonomics - often described as fitting a job to a person - is the science that looks at how people interact with their work environment, and seeks to optimize their health and productivity. It involves designing workstations, work processes, equipment and tools to fit the employee. It is important for workers to know how to adjust their office workstations to suit their individual needs. Musculoskeletal disorders (MSDs) affect the muscles, nerves and tendons. Work related MSDs (including those of the neck, upper extremities and low back) are one of the leading causes of lost or restricted work time. However, they can be prevented and therefore the associated cost with it can be substantially reduced. This course aims to raise awareness of ergonomic issues in the workplace. It teaches participants how to reduce ergonomic risks through proper technique at work and at home, including learning how to apply simple techniques to enhance the ergonomics of workstations.

### For Whom:

This course is designed for managers and officers who are in charge of administering employees' wellbeing and individuals who are interested in gaining adequate information on proper work behaviors.

### Learning Objectives:

By the end of the course, participants will be able to:

- identify the sources of harmful acts;
- explain how safety is everybody's responsibility;
- prepare a job safety analysis and give job safety instructions;
- minimize overload of the spine, other joints and muscles;
- ensure optimal posture and health in your workplace;
- advice on chair set-up and suitability;
- recommend on additional equipment to assist your organization to carry-out your job more efficiently; and
- apply learnt skills to reduce avoidable pains and injuries in the workplace.

### Course Outline:

#### Day 1: Module 1: Introduction to Ergonomics

- Definition of Ergonomics, Ergonomics in the Workplace
- Ergonomics and Health and Safety, Economics of Ergonomics
- Module 2: Human Body Associated with Physical Work Characteristics
- Muscle, Tendon, Peripheral Nerve, Spinal Disc, Joints
- Other Body Systems: Vascular, Metabolic and Temperature Regulation,
- Hearing, Sight, Mechanism of Injury
- Module 3: Ergonomics Risk Factors

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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- Risk Factors, Multifactorial Nature of MSDs
- Identification / Documentation of Risk Factors, Passive / Active Surveillance
- Tools: Checklists and Surveys

**Day 2: Module 4: Anthropometry:**

- Posture, and the Ergonomics Upper Extremity Intensive Tasks
- Tools: Posture Evaluation / Upper Extremity
- Module 5: Ergonomics of Lifting / Lowering Tasks
- Muscle Strength and Biomechanics
- Mechanism of Injury, Moment Concepts, Psychophysics
- Tools: 2D Model, Liberty Mutual Tables, NIOSH
- Module 6: Ergonomics of Push / Pull / Carry Tasks
- Pushing / Pulling Tasks, Carrying Tasks, Tools: Push / Pull/ Carry Tasks

**Day 3: Module 7: Ergonomics of Heavy Physical Activity**

- Metabolic Concepts, Evaluation Methods
- Module 8: Controls and Displays
- Man / Machine Interaction, Control and Display Guidelines
- Module 9: Ergonomic Standards and Guidelines
- Organizations that Write Standards and Guideline Documents

**Day 4: Module 10: Occupational Safety and Health Act**

- Hand-Arm (Segmental) Vibration, Whole-Body Vibration, Heat Stress, Noise
- Module 11: Health and Safety Program Management for:
- Cumulative Trauma Disorders and other Ergonomic Hazard-Induced Disorders
- Module 12: Ergonomic Consideration:
- The Design, Installation, and Use of Manufacturing Systems, Video Display

**Day 5: Module 13: Prevention and Control of Ergonomic Risk Conditions**

- Engineering Controls: Case Studies and Product Solutions
- Module 14: Administrative Controls
- Personal Protective Equipment, Medical Management, Training and Education
- Module 15: Office Ergonomics
- Posture, Standards and Guidelines, VDT Checklists, Controls and Solutions

**LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 - Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

**WORKSHOP FEE:**

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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**Training Methodology**

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

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