Compliance Review

Office Ergonomics Training

The purpose of this document is to outline the compliance review for the eSafetyFirst Canada (eSafety) Online Office Ergonomics Training course. The course was viewed in its entirety and then reviewed module by module to determine compliance with the legislation and standards outlined below. Each section will contain recommendations for changes or revisions required to meet compliance and non-technical recommendations to improve or correct content.

The eSafety course also have a blog article that provides plenty of additional information and useful links around ergonomics. It can be found here, https://esafetyfirst.com/blog/office-ergonomics-awareness-in-canada-understanding-its-definition-and-purpose/

The eSafety Office Ergonomics Training course is theory only. The course confirms theory component understanding using quizzes on completion of both modules.

The following expected learning outcomes are considered using general ergonomics best practices and aligned directly with Canadian occupational health and safety frameworks.

These outcomes incorporate standards from the **Canada Labour Code, Part II** (specifically **COHS Regulations, Part XIX: Hazard Prevention Program** for ergonomics), provincial OHS requirements (e.g., BC OHS Regulation Part 4, Ontario OHS Act "General Duty Clause", Alberta OHS Code Part 14), and **CCOHS / CSA Z412 (Office Ergonomics)** guidelines.

Module 1

By the end of this module, participants should be able to:

- **Define Office Ergonomics:** State the core purpose of office ergonomics and explain how fitting the job and environment to the worker minimizes physical fatigue and long-term strain.
- **Identify Ergonomic Injuries:** Define Work-Related Musculoskeletal Disorders (WMSDs) / Repetitive Strain Injuries (RSIs)—including carpal tunnel syndrome, tendonitis, and cervical/lumbar spine strain—and describe their stages of progression and early warning signs.

- **Describe General Layout Principles:** Identify key theoretical layout concepts (e.g., neutral body posture, primary/secondary reach envelopes, display viewing angles, and line-of-sight clearance).
- **Outline Federal OHS Responsibilities:**
    - Explain the employer and employee duties under the **Canada Labour Code, Part II** (Section 124/125).
    - Summarize the regulatory mandate under **Part XIX (Hazard Prevention Program) of the Canada Occupational Health and Safety Regulations (COHSR)**, which specifically requires identification, assessment, and elimination/reduction of ergonomics-related hazards.
- **Recognize Provincial OHS Harmonization:**
    - Identify how provincial and territorial OHS statutes either enforce explicit ergonomic/musculoskeletal hazard regulations (e.g., WorkSafeBC Part 4, Alberta OHS Part 14) or enforce ergonomics under general duty clauses.
    - State the shared Internal Responsibility System (IRS) obligations, including the worker's legal duty to report early signs and symptoms of musculoskeletal injury to the employer or Joint Health and Safety Committee (JHSC) / Health and Safety Representative.

Module 1 provides all of information necessary to meet the above points with the exceptions in red font. It would be beneficial for the course to include 3 slides in module 1:

- ~~Outline that poor ergonomic factors are a hazard as they expose the worker to developing MSDs and other ergonomic related issues.~~ **A slide has been added to address this.**
- ~~Add a slide outlining that ergonomics also fall under provincial OHS legislation. This is covered in the blog but should also be addressed in the course itself.~~ **A new slide has been added that addresses this**
- ~~Add a slide about reporting, as with any hazard workers are responsible for reporting hazards to the either their supervisor or employer. Reporting is mentioned in the blog article but should also be mentioned within the course~~. **A slide has been added that addresses this point.**

It might be a good idea to direct participants to also read the blog article before beginning the course as well. The blog articles are well written and provide a good amount of supplementary information.

Module 2

By the end of this module, participants should be able to:

- **Identify Major Work-Related Ergonomic Risk Factors:**
    - Recognize the primary physical risk factors in office settings: awkward or static postures (e.g., neck flexion, wrist deviation, prolonged sitting), repetitive movements, contact stress (e.g., resting forearms or wrists on sharp desk edges), and sustained muscle contraction.
    - Identify environmental and organizational risk factors, such as monitor glare, poor task illumination, continuous screen time, and lack of micro-breaks.
- **Acknowledge Personal and Individual Risk Factors:**
    - Differentiate between modifiable and non-modifiable individual risk factors that affect biomechanical tolerance (e.g., anthropometric differences/body size, pre-existing health conditions, age, baseline physical conditioning, and non-work-related repetitive activities).
    - Recognize how behavioral choices (such as typing habits, slouching, and ignoring rest/recovery breaks) compound ergonomic strain.
- **Understand the Importance of Workstation Layout:**
    - Explain how improper component placement (monitors, input devices, chairs, desk height) leads to compensatory postures and biomechanical loading.
    - Contrast dynamic sitting/working strategies (e.g., sit-stand transitions, frequent posture shifts) with static sitting habits.
- **Identify Space and Clearance Requirements for Office Work:**
    - Outline recommended spatial dimensions based on **CSA Z412** and CCOHS guidelines, including leg clearance depth/width under the work surface, minimum clearance behind the chair for egress, and unobstructed primary reach zones for high-frequency tools (keyboard and mouse).

Module 2 provides the participant with the necessary information to satisfy the learning outcomes stated above. There are no further revisions required.



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