

Reducing Workplace Injury with Body Mechanics: Design Document

<i>Business Purpose</i>	Everytown Healthcare is in the business of taking care of people. In order to provide the best possible care for their clients/patients, they need to keep employee absence to a minimum. While employee absence cannot be completely avoided, the company believes they can impact absence reduction by reducing workplace-related injury. Healthcare workers perform many physical tasks, some of which could result in acute or chronic injury. Everytown Healthcare's professionals are trained in many health care regulations and safety procedures, but may be overlooking some details for their personal health when it comes to their everyday tasks on the job. The goal of this training is to educate employees on performing the physical tasks associated with their jobs in a safer and healthier manner, thus reducing workplace injury. A successful training would show a 25% reduction in workplace injury within the next year.
<i>Target Audience</i>	The target audience is direct-care patient personnel (Doctors, EMTs, LNs, RNs, PTs, etc). The audience has a minimum of high school education/reading level up to doctorate degrees. The audience is geographically local to Everytown, but in different facilities throughout Everytown. Working hours and volume of patients being cared for vary for the audience from day to day.
<i>Training Time</i>	15-20 minute eLearning course.
<i>Training Recommendation</i>	It is the desire of Everytown Healthcare that employees complete this training during a work shift of their choosing over an 8-week period. So that employees can choose a time that is convenient for them, perhaps a less-busy stretch of time, asynchronous learning is recommended. Because employees are spread across several different facilities, the training should be available online. A Rise-based course is recommended to accommodate asynchronous, online learning that is cost-effective and can be developed quickly.
<i>Deliverables</i>	One eLearning course developed in Articulate Rise, including scaffolded interactivity, knowledge checks (including a workplace scenario), and final assessment. One printable job aid PDF "Workstation Ergonomics Checklist" One printable job aid PDF "6 Steps to Safe Lifting"
<i>Learning Objectives</i>	By the end of the course, learners will be able to: ● Identify 6 steps, in order, for lifting or moving objects using proper body mechanics. ● Distinguish between workstation ergonomics that promote proper body mechanics and those that do not.

Reducing Workplace Injury with Body Mechanics: Design Document

Training Outline

Introduction

- Welcome
- Learning Objectives

Workplace Injury

- Workplace Injury—performing physical tasks at work puts you at risk of injury
- 2 main injury types:
 - Acute injury
 - Chronic injury
- Back Injury
 - Most common and most debilitating workplace injury
 - Contributing Factors
 - Loss of flexibility
 - Excessive weight
 - Poor posture
 - Improper lifting techniques
 - Poor ergonomics

Body Mechanics

- What are body mechanics
- Proper mechanics reduce risk, poor mechanics increase it
- Improving body mechanics
 - Proper lifting techniques
 - Ergonomics that promote proper mechanics

Lifting Technique

- Improper lifting technique can put you, your colleagues, and your patients at risk for injury.
- Proper lifting: 6 steps for lifting safely
 - Plan your move or lift
 - Position the load
 - Center the load
 - Get a firm grip. Lower to the load using bend at hips/knees as necessary
 - Elbows in, arms close to the body to avoid upper back strain
 - Lift with the legs, not the back
- Workplace scenario—lifting technique
 - learner will be presented with a workplace scenario where they are planning to complete a move heavy boxes of patient records to a storage room
 - learner asked to choose between options for planning the move
- Lifting technique summary: review the 6 steps
- Knowledge check—learner will order the 6 steps of proper lifting technique

Reducing Workplace Injury with Body Mechanics: Design Document

	Workstations and Ergonomics • Workstation setup can contribute to chronic injuries • Ergonomics-what are they? • What habits/items can I adjust to for proper ergonomics? ○ Time-blocking tasks ○ Workstation setup ○ Placement of tools ○ Furniture ○ Posture • Workstation Considerations ○ Seated workstations ■ Chair height ■ Lumbar support ■ Chair position ■ Foot placement ○ Standing workstations ■ Adjustable table ■ Seat Option ■ Tool placement ■ Foot rail/rest ○ Setting up tools at your workstation ■ Frequently used items within reach ■ Monitor position ■ Mouse and keyboard position ■ Telephone and headset ■ Eye Care ■ Continue assessing! • Ergonomics Summary • Knowledge Check: Card Sort between items that promote good ergonomics and proper body mechanics and items that do not Course Summary Assessment
<i>Assessment Plan</i>	80% passing on e-learning module assessment over learning objectives via 5 multiple choice questions. The learner will have unlimited attempts.