

Design Document

<i>Business Purpose</i>	<p>To decrease healthcare expenses and worker’s compensation claims around work-related musculoskeletal disorders</p> <p>Increase workers’ productivity by decreasing time-off-task and time spent away from their workspace with aches, pains and injuries</p>
<i>Target Audience</i>	Newly hired employees working at a desk space in office or remote that are required to use technology (laptops, computer monitor, telephones, etc)
<i>Training Time</i>	15-20 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> • 1 e-learning course <ul style="list-style-type: none"> ○ Backpain and its impact ○ Scene 1: Proper lifting technique ○ Scene 2: Ergonomic furniture for the workspace ○ Final evaluation • 2 Job Aids <ul style="list-style-type: none"> ○ Proper lift ○ Ergonomic furniture
<i>Deliverables</i>	<ul style="list-style-type: none"> • Design document • Storyboard • 1-elearning course <ul style="list-style-type: none"> ○ Developed in Articulate Storyline360 ○ Narration ○ 2 scenes ○ Final evaluation • 2 Job Aids <ul style="list-style-type: none"> ○ Proper lift ○ Ergonomic Furniture
<i>Learning Objectives</i>	<ul style="list-style-type: none"> • Recognize how body mechanics play an important role in the workplace • Identify ergonomic equipment that can support your office space • Apply ergonomics to your workspace
<i>Training Outline</i>	<ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> ○ Welcome/Title ○ Course Navigation or Begin Course • Objectives for the course • Body Mechanics <ul style="list-style-type: none"> ○ Definition with an interaction to click and learn more <ul style="list-style-type: none"> ○ Way you position your body during an activity or task ○ How it applies to the workplace

Design Document

	<ul style="list-style-type: none">○ Prevents injuries○ Importance of Body mechanics<ul style="list-style-type: none">○ Sitting, standing, or moving things○ Causes for back pain<ul style="list-style-type: none">○ Lifting wrong, losing flexibility, poor posture, and weight gain● Back Pain Survey<ul style="list-style-type: none">○ Reasons for back pain○ Impact on daily life● Learner given 2 option paths to complete course (both must be completed)-when one is complete the user can click the other path<ul style="list-style-type: none">○ Proper Lifting Technique<ul style="list-style-type: none">○ Step 1 Plan Your Move-Size up the load and make sure your path is clear. Do not attempt to lift the load alone if it is too heavy or awkward. Get help!○ Step 2 Get Ready-Bring the load close to your body. Have your feet shoulder width apart with the load between them.○ Step 3 Use Your Legs-Use your leg and thigh muscles, not your back, to bend and get a firm grip on the load.○ Step 4 Arms In-Keep your arms and elbows close to your side.○ Step 5 Keep the back straight-Bend your knees and hips, keeping your back straight to lift the load.○ Knowledge Check-Scenario based questions in which the learner is helping an employee safely move a box.○ Ergonomic Furniture<ul style="list-style-type: none">○ Definition-Ergonomics is the study of work and the science of designing the job to fit the work, rather than forcing the worker's body to fit the job.○ Things to keep in mind when sitting for long periods<ul style="list-style-type: none">▪ Spine-3 natural curves▪ Chair-Slide under avoid leaning over▪ Stretch-Take a stretch breaks every 30-60 minutes○ Considerations for a sitting desk-learner selects each icon and information is displayed-images in center of the screen will match icon<ul style="list-style-type: none">▪ Items on desk▪ Telephone▪ Using a headset▪ Stretching○ Considerations for a standing desk- learner selects each icon and information is displayed-images in center of the screen will match icon<ul style="list-style-type: none">▪ Items on the desk
--	--

Design Document

	<ul style="list-style-type: none">▪ Footstool▪ Elbow position▪ Seat○ Considerations when setting up an office-Learner will select key points of an image to learn more information about each.<ul style="list-style-type: none">▪ Chair▪ Monitor▪ Mouse▪ Lighting○ Knowledge Check-drag and drop scenario involving ergonomic furniture items to desk, place non-essential decorations in a box○ Upon completion of both the learner is directed to an overview for the evaluation preparation• Evaluation (4 questions)• Course Summary• Completion of Course/Congratulations
<i>Evaluation Plan</i>	<p>At the end of the course, the learner will be given a 4-question quiz with scenario type questions to check their understanding of the content. They will need to answer 75% of the questions correctly to pass the quiz.</p> <p>Two job aids would be provided with the course and could be emailed out as reminders following the course (2 weeks to a month after completion) to encourage correct body mechanics.</p> <p>Ninety days after course completion, send out a quick survey regarding office furniture being used, stretching, and body pain/aches</p> <p>Six months from course completion, analyze worker's compensation claims and insurance claims due to back and shoulder pain, improper lifting and chiropractic care.</p>