P.A.U.S.E. for Prevention™

Training Course Catalog

Building the Workforce & Workplace Culture of the Future

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Training Regulations

California Regulations include:

- CCR T8 §3203 (Injury & Illness Prevention Program - IIPP)
- CCR T8 §5110 (Ergonomics Standard - Repetitive Motion Injuries - RMI)
- CCR T8 §3345 (Hotel Housekeeping Musculoskeletal Injury Prevention Program - MIPP)

OSHA regulations require that employees and supervisors receive "effective" training:

- Upon implementation of program
- When a new company opens
- When new employees are hired and when employees are transferred
- As the result of a renovation
- When risk is discovered through a risk assessment and/or an injury investigation
- When more than 1 of the same type of injury occurs during a 12 month period (Refer to CCR T8 §5110)
- At least annually

Measuring the effectiveness of training at producing behavioral change or performance improvement is challenging, yet OSHA rules require employers to verify employees' competent performance after training.

According to OSHA, verifying competent performance means that a qualified trainer must observe or otherwise confirm trainees' ability to perform tasks properly and safely and to ensure employees understand the key skills and concepts covered in the training. A brief video and simply having an employee complete a quiz after taking a training course is not enough to verify competent performance according to OSHA's definition.

In addition, OSHA regulations state that supervisors must ensure that employees are complying with your IIPP/ERGONOMICS program. This means that employees must use the appropriate tools & equipment for each task, furnishings and ergo-tools must be utilized in the appropriate way, employees must use proper ergonomics/body mechanics when performing tasks and must follow safe work practices at all times.

Accurate Ergonomics training courses include a three phase education, skills training and coaching process, which ensures that employees and their supervisors learn, practice and master the skills included in each phase of training. Phase 1 leadership (Pages 2, 8 & 9) and employee training (Pages 3-7) teaches every employees the skills necessary to sit, stand and perform tasks efficiently and without becoming injured. Phase 2 (Page 8) empowers internal personnel with the skills, ability and tools to provide follow-up ergonomics assessments and begin to integrate the skills reinforcement process. Phase 3 (Page 9) continues the process of behavioral change through a PAUSE coaching process. During Phase 3 employees receive a baseline efficiency score. P.A.U.S.E. ensures that employees are mastering their skills and that everyone is complying with your program. Each phase includes an easy to use process to document improvements and maintain compliance with OSHA requirements.

This course catalog includes training courses that may be delivered by Accurate Ergonomics specialists or by internal training personnel. Many courses are available to be taken individually, online (Call for Details). P.A.U.S.E. training deliverable options are located in the Implementation & Instructor Guide, as well as in the P.A.U.S.E. Program Deliverables Catalog. Phase 2 & 3 deliverables are sold separately and are included in AE's Compliance & Sustainability Packages.

At-Desk Professional Ergonomics

P.A.U.S.E. for Prevention Training is Designed for every Company & At-Desk Employee

P.A.U.S.E.™ Leadership and Supervisor Development Training (Train-the-Trainer)

Train-the-Trainer and/or Leadership Training Delivery Options

- **Course 2001 (On-Site)**
- Virtual or on-site, delivered by Accurate Ergonomics (AE) specialists.
- 1 module, 3 hour course.
- **Course 7048 (Online)**
- Individual Learning (IL) through the Accurate Ergonomics Learning Management System (LMS).
- 1 module, 2 hour course, includes a final test.
- Course includes a voice over by AE specialists.
- English Only.

Course Deliverables

- Course 2001 includes a P.A.U.S.E. for Prevention Training Implementation & Instructor Guide that is printed and shipped to your location via FedEx.
- Course 7048 includes a P.A.U.S.E. for Prevention Training Implementation & Instructor Guide that is printed from inside of the course to a local on-site printer.

About this Course

Internal trainers and supervisors receive a complete overview of the 3 phases of the P.A.U.S.E. training program, process and available courses. Participants learn about: their roles and responsibilities, how to improve employee health and wellness, prevent illnesses and injuries, why and how to deliver training to employees, plus how to engage in and support the training program and process. Phase II Train-the-Trainer and Train-the-Assessor course is located on page 8. Phase III PAUSE Coaching is located on page 9.

Employee & Workforce Education and Skills Training

P.A.U.S.E.™ for Prevention for At-Desk Professionals

Delivery Options

- **Course 2011 On-Site Classroom Training**
- Delivered on-site by Accurate Ergonomics (AE) specialists.
- 6-10 module, 4 hour course, maximum 15 participants.
- **Course 1598 Classroom Training (ADP-CT-CL-WD)**
- Classroom Learning (CL) is delivered by internal personnel (Manager, Supervisor or Trainer) through the Accurate Ergonomics Learning Management System (LMS).
- 6-10 module, 4+ hour course which may be delivered in one session or one module at a time over several days, weeks or during lunch and learn sessions.
- Internal trainer reads and refers to the course content. No voice over.
- Course deliverables are printed from inside of the course curriculum prior to training classes.

Course Deliverables

- Course includes: paper pre-training quiz, comfort surveys, sign-in sheets, attendance tracker, course checklists, core, stretch & flex exercises, handout materials, post training quiz, final test, desktop reminders, employee equipment wish-list (checklist), and course evaluations. The instructor prints deliverables at their local on-site printer. Deliverables may be ordered, custom printed and shipped to you location via FedEx, if requested.
- Additional deliverables are available. See P.A.U.S.E. Program Deliverables Catalog or the Implementation & Instructor Guide for a list of available deliverables. There is also a Course Workbook that contains these deliverables (Optional, Must be Ordered)

About this Course

This integrated Health, Ergonomics and Musculoskeletal Injury Prevention course includes engaging and progressive modules. Employees learn why and how to maintain their health and fitness, perform tasks efficiently and comfortably, perform a workstation self-adjustment and postural improvement process, and learn how to prevent injuries, for life. This course is Phase I of a III Phase training process. See implementation guide for more details.

Employee & Workforce Education and Skills Training

P.A.U.S.E.™ for Prevention for At-Desk Professionals

Delivery Options for At-Desk Professional Individual Learning (IL)

- **Course Codes: IL = Individual Learning (Online Course taken at Desk)**
- **ADP = At-Desk Professional; CC = Communication/Call Center Professionals**

  Q = Pre-Training Quiz; CS = Comfort Survey; FT = Final Test

- **Course 1358 (ADP-IL): Yes Q, No CS, Yes FT**
- **Course 1356 (ADP-IL): No Q, No CS, No FT**
- **Course 1354 (ADP-IL): No Q, No CS, Yes FT**
- **Course 1352 (ADP-IL): No Q, Yes CS, Yes FT**
- **Course 1350 (ADP-IL): Yes Q, No CS, Yes FT**

Course Deliverables

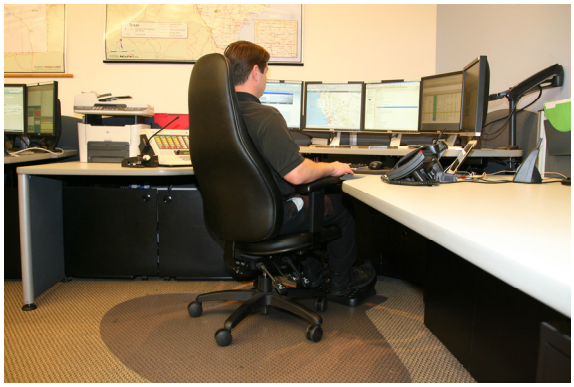
- Course includes: choice of opening and ending documents shown next to each course above (Q, CS, FT). Additional course deliverables include: course checklists, core, stretch & flex exercises, desktop/workstation program reminders, and course evaluations. The learner prints these at their local on-site printer.
- Additional deliverables are available. See P.A.U.S.E. Program Deliverables Catalog or the Implementation & Instructor Guide for a list of available deliverables.

About this Course

These integrated Health, Ergonomics and Musculoskeletal Injury Prevention course includes engaging and progressive modules. Employees learn why and how to maintain their health and fitness, perform tasks efficiently and comfortably, perform a workstation self-adjustment and postural improvement process, and learn how to prevent injuries, for life. This course is Phase I of a III Phase training process. See implementation guide for more details.

Employee & Workforce Education and Skills Training

P.A.U.S.E.™ for Prevention for Communication & Call Center Professionals



Delivery Options for Communication & Call Center Professionals (IL)

- **Course Codes: IL = Individual Learning (Online Course taken at Desk)**
- **ADP = At-Desk Professional; CC = Communication/Call Center Professionals**

  Q = Pre-Training Quiz; CS = Comfort Survey; FT = Final Test (9 modules, 4-5 hours)

- **Course 1258 (CC-IL): No Q, No CS, No FT**
- **Course 1256 (CC-IL): No Q, No CS, Yes FT**
- **Course 1251 (CC-IL): No Q, Yes CS, Yes FT**
- **Course 1215 (CC-IL): Yes Q, Yes CS, Yes FT**

Course Deliverables

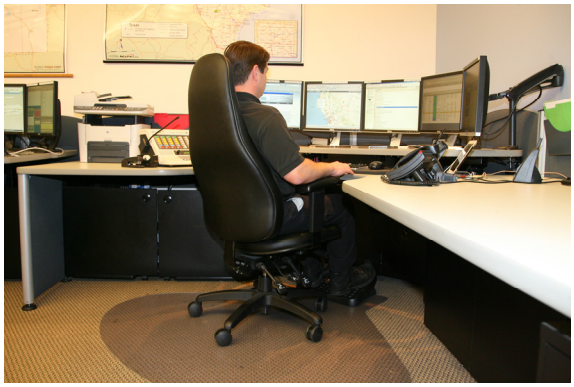
- Course includes: choice of opening and ending documents shown next to each course above (Q, CS, FT). Additional course deliverables include: course checklists, core, stretch & flex exercises, desktop/workstation program reminders, and course evaluations. The learner prints these at their local on-site printer.
- Additional deliverables are available. See P.A.U.S.E. Program Deliverables Catalog or the Implementation & Instructor Guide for a list of available deliverables.

About this Course

These integrated Health, Ergonomics and Musculoskeletal Injury Prevention course includes engaging and progressive modules. Employees learn why and how to maintain their health and fitness, perform tasks efficiently and comfortably, perform a workstation self- adjustment and postural improvement process, and learn how to prevent injuries, for life. This course is Phase I of a III Phase training process. See implementation guide for more details.

Employee & Workforce Education and Skills Training

P.A.U.S.E.™ for Prevention - Ergonomics Best Practices



Delivery Options for Ergonomics Best Practices (EBP)

- **Course Codes: IL = Individual Learning (Online Course taken at Desk)**
- **ADP = At-Desk Professional; CC = Communication/Call Center Professionals**

  Q = Pre-Training Quiz; CS = Comfort Survey; FT = Final Test

- **Course 1391 (ADP-IL): No Q, No CS, No FT**
  - ***Does <u>Not</u> Contain an Ergonomics Equipment Wish-List***
- **Course 1389 (ADP-IL): No Q, No CS, No FT**
  - ***Contains an Ergonomics Equipment Wish-List***

Course Deliverables

- These courses (EBP) are designed to be shorter and take less time to complete than the full P.A.U.S.E. for Prevention courses. Course duration is approximately 60-90 minutes.
- Courses include: an employee equipment checklist/wish-list (or not), course checklists, core, stretch & flex exercises, and desktop/workstation program reminders. The learner prints these at their local on-site printer.
- Additional deliverables are available. See P.A.U.S.E. Program Deliverables Catalog or the Implementation & Instructor Guide for a list of available deliverables.

About this Course

These courses are about ergonomics and <u>not</u> integrated Health, Ergonomics and Musculoskeletal Injury Prevention courses. Employees learn about ergonomics and perform a workstation self-adjustment and postural improvement process.

Remote Employee Education and Skills Training

P.A.U.S.E.™ for Prevention for Remote At-Desk Professionals

Delivery Options for Remote At-Desk Professional Individual Learning (RL)

- **Course Codes: RL = Remote Learning (Online Course taken at Remote/Home Office)**

  Q = Pre-Training Quiz; CS = Comfort Survey; FT = Final Test

- **Health, Ergonomics & Injury Prevention for Remote Workers (RL)**
- **Course 7132 (ADP-RL): Yes Q, Yes CS, Yes FT**
- 10 module course. Approximately 4-5 hours to complete.

Course Deliverables

- Course includes: opening and ending documents shown next to the course above (Q, CS, FT).
- Additional course deliverables include: course checklists, core, stretch & flex exercises, workstation self-adjustments and postural improvements checklist, equipment wish list, desktop/workstation program and desktop reminders, and course evaluation. The learner prints these at their local on-site printer.
- Additional deliverables are available. See P.A.U.S.E. Program Deliverables Catalog or the Implementation & Instructor Guide for a list of available deliverables.

About this Course

This integrated Health, Ergonomics and Musculoskeletal Injury Prevention course includes engaging and progressive modules. Employees learn why and how to maintain their health and fitness, perform tasks efficiently and comfortably, perform a workstation self-adjustment and postural improvement process, and learn how to prevent injuries, for life.

P.A.U.S.E. for Prevention Training - Phase II

P.A.U.S.E. for Prevention - Phase II Ergonomics Assessments & Skills Reinforcement Training (SRT) - Train-the-Trainer

Phase II - P.A.U.S.E. Delivery Options - Train-the-Trainer (SRT)

- **Course 2008**
- Virtual or on-site, delivered by Accurate Ergonomics (AE) specialists.
- 1 modules, approximately 1.5 hours, 10 maximum.

- **Course 7199 (IL) (Online) Train-the-Trainer**
- Individual Learning (IL) through the Accurate Ergonomics Learning Management System (LMS).
- 1 module, 1.5 hour course, includes a final test and includes a voice over by AE specialists.
- **SRT Do-it-Yourself (DIY) packages are available for purchase.**

Course Deliverables

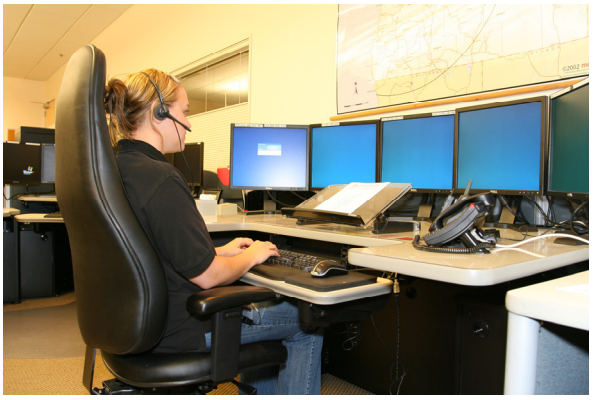
- Course includes: Ergonomics Assessments and Skills Reinforcement Training (SRT) Implementation and Instructor Guide that leader participants print to their local on-site printer (may be printed as a booklet and shipped separately, if desired).
- Assessor and Assessee Ergonomics Assessment Guides are included and are printed to your local on-site printer. If preferred, these guides can also be professionally printed in booklet form and shipped to your location/s via FedEx (Additional Charges are Required).

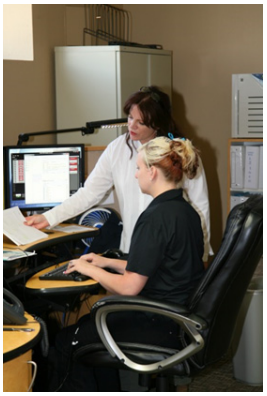
About this Course

Internal trainers and supervisors receive a complete overview of Phase II of the P.A.U.S.E. program, including why, when and how to deliver Ergonomics Evaluations, track results, and how to begin the process of reinforcing the desired habits and behaviors of learners.

P.A.U.S.E. for Prevention Training - Phase II

P.A.U.S.E. for Prevention - Precision Development Training (PDT) Train-the-Trainer





Phase III - P.A.U.S.E. Delivery Options - Train-the-Trainer (PDT)

- **Course 2009**
- Virtual or on-site, delivered by Accurate Ergonomics (AE) specialists.
- 1 module, 2 hour course, 10 maximum.
- **Course 7207 (IL) (Online) Train-the-Trainer**
- Individual Learning (IL) through the Accurate Ergonomics Learning Management System (LMS).
- 1 module, 2.0 hour course, includes a final test. Course includes a voice over by AE specialists.
- **PDT Compliance, Support & Sustainability Do-it-Yourself (DIY) package is available for purchase. (See Course Deliverables below).**

Course Deliverables

- Course includes: A Precision Development & PAUSE Coaching Implementation & Coaches Guide, that participants print to their local on-site printer (may be printed and shipped separately).
- Deliverable packages include Pocket or Desktop Ergo Reminder Cards, Observation Worksheets, Employee Ergo & Efficiency Score Cards, Communication Cards (i-Care), and a PDT Metrics Tracking Worksheet Set and/or Google Sheet.

About this Course

Internal trainers and supervisors receive a complete overview of Phase III of the P.A.U.S.E. program, including why, when and how to deliver PAUSE Coaching to employees, how to reinforce and advance the skills of at-desk employees and permanently change desired behaviors.