

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: BS260 ERGONOMICS

AIM OF MODULE:	To provide students with an understanding of ergonomics and health and safety in the workplace.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2001
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Principles of Ergonomics		*			20
2. Workstation design			*		20
3. Health and Safety		*			30
4. Study of environment			*		30
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LEARNING OUTCOMES

The student will:

- | | | |
|---|---|--|
| C | 1 | Explain the basic concepts of ergonomics and the effects of poor ergonomic conditions. |
| A | 2 | Apply ergonomic principles to workstation design. |
| C | 3 | Understand the principles of the Health and Safety Act. |
| A | 4 | Analyse the ergonomic features of a given work environment. |

CONTENT

1 PRINCIPLES OF ERGONOMICS

- Explain the basic concepts of ergonomics including furniture design, workroom layout, stress and environmental factors
- Describe the effects that poor ergonomics can have on organisations

2 WORKSTATION DESIGN

- Identify the features of an ergonomically designed workstation
- Demonstrate correct application of ergonomic principles while typing a passage of text

3 HEALTH AND SAFETY ACT

- Explain the purpose of the Health and Safety Act
- Given specific situations, explain how they would be covered by the Act

4 STUDY OF ENVIRONMENT

- Write a report analysing the ergonomic features for a given work environment. Include in your report:
 - A map of the layout
 - Description of hazards and stress factors
 - Explanation of hazard elimination or minimisation
 - Ergonomic issues
 - An overall evaluation of the area