**FOR1599** **UNIL – Request for workshops on the theme of ergonomics**

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| **Recipient: Occupational health** |

The Department of Health, Work, and Environment (DSTE) of Unisanté has an occupational health mandate for UNIL. It collaborates with the Safety, Environment, and Prevention Service of the University of Lausanne (UniSEP). Within this framework, individual and collective ergonomic services are offered to UNIL employees in order to advise them on measures to prevent and/or improve health problems related to posture at their workstation.

For UNIL departments and/or sectors that so wish, the DSTE nurses attached to UniSEP can organise "Ergonomics" workshops. These workshops aim to address in group, using an interactive format, the basic aspects of ergonomics in the design of the workstation, particularly the computerised workstation. The workshops are facilitated by the DSTE nursing team and practical advice is given, using a "test desk" and a paper brochure is distributed to each participant.

**Practical details:**

**Target sector:** all sectors in which ergonomics-related questions arise regularly and/or in which a preventive approach to ergonomics is desired. The workshops are particularly suitable for sectors where several people have made requests to the employer on ergonomic issues.

**Number of participants:** from 3 to 10 people, depending on the size of the premise.

**Duration:** A workshop lasts about 45 minutes. In case several sessions are needed to meet the demand of all interested people, it is possible to repeat them once per hour (maximum 3 sessions per half day).

**Equipment and premises required:** The department requesting the workshop should provide the DSTE with a room large enough to accommodate the groups, in which a "test desk" consisting of a work surface, a desk chair, and a computer (monitor, keyboard, and mouse) will be set up, which will be used to illustrate live the advice given. It is important that the furniture and computer equipment correspond as closely as possible to what the participants have at their actual workstations.

**Price:** It is a collective prevention service, which is part of the mandate given to the occupational health sector of the DSTE. No costs are charged to the requesting UNIL sector.

For any question you can contact the occupational health nurses:

**Département santé au travail et environnement** |Santé en Entreprise

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***Application form to be completed on page 2***

**Ergonomics - Request for collective workshops at UNIL**

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| **Reminder:**Request to be made by or with the agreement of the line manager. |

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| **Information sheet (treated confidentially by DSTE nurses)** |
| ***Institute/Association/Faculty/Department*** |       |
| ***E-mail address and telephone number of the contact person*** |       |
| ***Name, first name of the person in charge of the Institute/Association/Faculty/Department******Telephone number and e-mail address*** |           Manager aware of the request [ ]  yes [ ]  no  |
| ***Workshop location*** *Building, room number* |       |
| ***Motivation for the workshop request*** |       |
| ***Number of employees concerned*** |       |

**Date:**

**Request to be sent to**: infirmierst@unil.ch

**We will contact you within 10 days to discuss the details.**