**Office Ergonomics Retest Worksheet**

In the 3 questions below, which office set up is desirable for each situation-

1. “Hot Desking” situation where there are no assigned work stations (such as creative situations in IT development and startups). Each day, workers pick a desk on a “first come, first served” basis. Each desk is equipped for focused use of a docked laptop/ keyboard/ monitor set up, without much other equipment use (project work is done in a conference room/lab space and is not part of this question).
   1. Single User / Single Task
   2. Single User / Multi Task
   3. Multi User / Single Task
   4. Multi User / Multi Task
2. Medical practice with 2 receptionists working at 2 individual, but similar workstations. Daily tasks include greeting and interacting with patients, answering the phone, and completing billing/authorization tasks
   1. Single User / Single Task
   2. Single User / Multi Task
   3. Multi User / Single Task
   4. Multi User / Multi Task
3. Factory environment/control room with desk and 6 screens (miscellaneous keyboards/controls) for monitoring manufacturing processes, logging data on spread sheet and communicating with other team members. The facility operates with rotating 12 hour shifts (A, B, C, D shift)
   1. Single User / Single Task
   2. Single User / Multi Task
   3. Multi User / Single Task
   4. Multi User / Multi Task
4. The objectives of a chair include all of the following except (select one)
   1. Support trunk and limbs
   2. Control and promote vertical trunk posture
   3. Provide a stable base for the body and limbs
   4. Position the user at the correct height and reach relationship to accomplish work
5. Which chair adjustment should be checked first if the back of the worker’s knees/calves run into the front of the chair?
   1. Seat pan height
   2. Seat pan depth
   3. Back rest height
   4. Seat pan tilt

When adjusting a sit/stand or adjustable height work station, the general sequence for adjustment should be-

1. First to adjust the \_\_
2. Height/angle of keyboard tray
3. Work surface height
4. Seat (or stool height)
5. Second to adjust the \_\_
6. Height/angle of keyboard tray
7. Work surface height
8. seat (or stool) height
9. Third to adjust the
10. Height/angle of keyboard tray
11. Work surface height
12. Seat (or stool height)
13. Chair recommendations should primarily be based on which of the following
14. Type of job
15. Size/shape of user
16. Duration of use
17. Arguments could be made for all of these answers
18. Which ergonomic recommendation is the most common for adjustable office chairs?
19. Adjustable chairs should be rotated with appropriately sized ball chairs
20. Once a chair is set up appropriately, prolonged sitting should be recommended
21. Workers should always maintain a chair set up with 90/90 upright seated posture
22. Adjustment levers, knobs and controls should be easy to reach and operate
23. Which position is the best for sitting?
24. 90/90 Upright position
25. Semi-reclined position
26. Conversation position
27. None of the above, workers should change position and move on a regular basis when possible

Select the type of mouse/pointing device being described in the next 2 questions -

1. Often used in graphic design for “draw” capability; can be expensive or cumbersome
   1. Shell Mouse
   2. Roller Ball/Track Ball
   3. Pen/Tablet
   4. Vertical
2. Operator positioned in neutral (thumbs up) hand position; may not be beneficial for situations with frequent keyboarding
   1. Shell Mouse
   2. Roller Ball/Track Ball
   3. Pen/Tablet
   4. Vertical
3. Laptop users who spend a considerable amount of time on the computer are advised to use a separate mouse/keyboard and docking station, etc. However, for SHORT TERM laptop users, the following is recommended-
4. Position on stable surface for appropriate wrist/hand position (sub optimal neck position)
5. Position on stable surface between usual desk height and eye height
6. Position in lap and adjust screen for best viewing angle
7. The best strategy to offset the risks associated with mouse use is to-
8. Adjust the mouse set up and visual trail in the operating system
9. Utilize keyboard short cuts
10. Utilize a wireless mouse
11. Utilize a wrist rest

**In the following scenarios, which monitor set up is appropriate?**

1. A safety manager spends most of the time documenting and reporting on one monitor, but has a second monitor for intermittently checking email or viewing of pictures and resource documents needed for safety audits.
   1. Primary/Primary- monitors should be positioned so they are centered on the user
   2. Primary/Secondary- primary monitor should be positioned directly in front of the user, secondary positioned off to the side
2. A control room operator uses one monitor for system monitoring and a second monitor to manage cameras and alerts, which are infrequent
   1. Primary/Primary- monitors should be positioned so they are centered on the user
   2. Primary/Secondary- primary monitor should be positioned directly in front of the user, secondary positioned off to the side
3. Which of the following are minimum criteria for recommending a hands-free phone set up or use of headset?
4. Calls are longer than 15 minutes or more than 4 hours per day are spent on the phone
5. Calls are longer than 10 minutes
6. More than 20 calls per day
7. Calls are longer than 1 to 2 minutes or more than 1-2 hours per day are spent on the phone
8. Which of the following are ergonomic strategies for Presbyopia, or nearsightedness
9. Reading glasses and additional lighting
10. Reading glasses and a lower monitor
11. Bifocals and additional lighting
12. Bifocals and a lower monitor
13. Which of the following is the 30/30 Rule of Physical Movement
14. 30 seconds of upright sitting should follow 30 minutes of reclined sitting
15. 30 minutes of sitting should be rotated with 30 minutes of standing
16. Physically active 30 second micro-breaks every 30 minutes
17. Sitting reclined for 30 minutes alternating with sitting upright 30 minutes