Office Ergonomics

Potential Quiz Questions

Includes questions from 2021 and new ones from 2024

# Test Questions 2021

1. **Indicate why pertinent pictures can enhance your office ergonomics assessment. (Select three that apply)**

Important teaching tool to help the individual “see” ergonomics issues.

Visually demonstrate “before” and “after” based on modifications made.

Help supervisor or manager who will read your report better understand your recommendations.

You do not need to have permission to take pictures.

1. **Confidentiality of the information you obtain during the office ergonomics assessment must be maintained.**

True

False

1. **A multi-user office situation typically: (select one that applies)**

Requires a greater degree of setup adjustability.

Requires a lesser degree of setup adjustability.

1. **An example of a multi-task office workstation includes: (select one that applies)**

Customer service representative may spend a majority of the day on the computer and telephone performing computer lookup activities.

Supervisory position where individual perform many different activities in various locations throughout the day.

1. **In a “Hoteling” or “Hot Desking” office 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). What is the appropriate set-up? (select one)**

Single User / Single Task

Single User / Multi Task

Multi User / Single Task

Multi User / Multi Task

1. **The objectives of a chair include all of the following except (select three that apply)**

Support the trunk and limbs

Lock the individual into one position to be maintained throughout the day.

Provide a stable base for the body and limbs

Position the user at the correct height and reach relationship to accomplish work

1. **Which chair adjustment should be checked first if the back of the worker’s knees/calves run into the front of the chair? (select one that applies)**

Seat pan height

Seat pan depth

Back rest height

Seat pan tilt

1. **What is the appropriate chair caster type based on the floor surface? (select two that apply)**

Hard plastic shell caster on a hard surface floor

Softer rubberized caster on a hard surface floor

Hard plastic shell caster on a soft surface floor

Softer rubberized caster on a soft surface floor

1. **When setting up a fixed height work station, the general sequence should be:**

9.1 First adjust: (select one)

Monitor height to promote neutral and neck position

Ensure feet are supported (either on the floor or a footrest)

Seat (or stool height) to place the match the user’s keyboard/mouse technique on the work surface

9.2 Second adjust: (select one)

Monitor height to promote neutral and neck position

Ensure feet are supported (either on the floor or a footrest)

Seat (or stool height) to place the match the user’s keyboard/mouse technique on the work surface

9.3 Third adjust: (select one)

Monitor height to promote neutral and neck position

Ensure feet are supported (either on the floor or a footrest)

Seat (or stool height) to place the match the user’s keyboard/mouse technique on the work surface

1. **When adjusting an adjustable height work station, the general sequence for adjustment should be:**

10.1 First adjust: (select one)

Monitor height to promote neutral and neck position

Work surface height based on the user’s keyboard/mouse technique

Seat (or stool height) to place the feet directly on the floor

10.2 Second adjust: (select one)

Monitor height to promote neutral and neck position

Work surface height based on the user’s keyboard/mouse technique

Seat (or stool height) to place the feet directly on the floor

10.3 Third adjust: (select one)

Monitor height to promote neutral and neck position

Work surface height based on the user’s keyboard/mouse technique

Seat (or stool height) to place the feet directly on the floor

1. **Chair recommendations should primarily be based on which of the following (select three that apply)**

Type of job

Size/shape of user

Duration of use

How stylish the chair looks

1. **Which position is the best for sitting? (select one)**

90/90 Upright position

Semi-reclined position

Conversation position

None of the above, workers should change position and move on a regular basis when possible

1. **Tips to enhance sit/stand workstation use include: (select four that apply)**

Adjustment strategies to make sure seated and standing worksurface heights are correct

Footwear that has significant cushioning and support

Maintain both feet flat on the floor at all times when standing

Use a footrest that allows one foot up on the rest and then alternate with the other foot

Shift weight forward to the balls of the feet and backwards to the heels when standing on both feet or alternately when standing with one foot in front of the other

1. **In terms of mouse use what is most important? (select one that applies)**

Configuration of the mouse (shell, rollerball, touchpad, etc.)

Appropriate position of the mouse in terms of height and reach

1. **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: (select one that applies)**

Position on stable surface for appropriate wrist/hand position (sub optimal neck position)

Position on stable surface between usual desk height and eye height

Position in lap and adjust screen for best viewing angle

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. How should the monitors be positioned? (select one that applies)**

Primary/Primary- monitors should be positioned so they are centered on the user

Primary/Secondary- primary monitor should be positioned directly in front of the user, secondary positioned off to the side

1. **A control room operator uses one monitor for system monitoring and a second monitor to manage cameras and alerts, which are infrequent. How should the monitors be positioned? (select one that applies)**

Primary/Primary- monitors should be positioned so they are centered on the user

Primary/Secondary- primary monitor should be positioned directly in front of the user, secondary positioned off to the side

1. **Which of the following Is the minimum criteria for recommending a hands-free phone set up (speaker phone and/or headset)? (select one that applies)**

Calls are longer than 15 minutes or more than 4 hours per day are spent on the phone

Calls are longer than 15 minutes

More than 4 hours per day are spent on the phone

Calls are longer than 1 to 2 minutes or more than 1-2 hours per day are spent on the phone

1. **Which of the following may be ergonomics strategies for Presbyopia (hardening of the lens with age that makes it difficult to focus at closer distance, e.g. reading a book). (select three that apply)**

Reading glasses and additional lighting

Bifocals and a lower monitor

Bifocals and additional lighting

Bifocals and a higher monitor

1. **Which of the following is the 30/30 Rule of Physical Movement: (select one that applies)**

30 seconds of upright sitting should follow 30 minutes of reclined sitting

30 minutes of sitting should be rotated with 30 minutes of standing

Physically active 30 second micro-breaks every 30 minutes

Sitting reclined for 30 minutes alternating with sitting upright 30 minutes

# 2024 Quiz Questions (Notebook LM)

## Module One Work Office Ergonomics

**Multiple Choice Questions:**

* **Which type of caster is most appropriate for a chair used on a hard surface floor?**
  + [ ] Carpet caster
  + [x] **Soft, rubberized caster**
  + [ ] Hard plastic caster
  + [ ] Any of the above
* This question addresses the importance of matching caster type to floor surface. A soft, rubberized caster provides increased friction on a hard floor, preventing the chair from slipping.
* **Which keyboard technique typically requires a higher work surface height?**
  + [ ] Piano player
  + [x] **Forearm supporter**
  + [ ] Both require the same height
  + [ ] It depends on the user's height
* This question highlights the relationship between keyboarding technique and work surface height. Forearm supporters rest their forearms on the work surface, necessitating a higher position than the piano player technique.
* **What is the recommended guideline for monitor screen height?**
  + [x] **Top of the screen at or slightly below eye level**
  + [ ] Center of the screen at eye level
  + [ ] Bottom of the screen at eye level
  + [ ] It depends on the user's preference
* This question emphasizes the importance of proper monitor height for visual comfort. Positioning the top of the screen at or slightly below eye level helps to minimize neck strain and eye fatigue.
* **Which of the following is NOT a recommended feature of a keyboard tray?**
  + [ ] Tray size accommodates both keyboard and mouse
  + [ ] Mouse position is at the same level as the keyboard
  + [ ] Tray is height and angle adjustable
  + [x] **Tray pushes the user closer to the work surface**
* This question tests understanding of keyboard tray features. While a well-designed tray promotes adjustability and proper positioning, it inherently pushes the user further from the work surface, potentially leading to reach issues.
* **Which type of work surface adjustability offers the MOST flexibility for alternating between sitting and standing positions?**
  + [ ] Fixed
  + [ ] Fixed/Adjustable
  + [x] **Adjustable/Adjustable**
  + [ ] None of the above
* This question addresses different types of work surface adjustability. Adjustable/Adjustable work surfaces, such as powered sit-stand workstations, allow for easy and frequent height changes, promoting movement and postural variation throughout the workday.

**True and False Questions:**

* [x] **True** / [ ] False - A footrest is recommended when the user's feet do not comfortably reach the floor while seated in the chair.
* [ ] True / [x] **False** - It is generally advisable to use a wrist rest while manipulating a computer mouse.
* [x] **True** / [ ] False - When using dual monitors, they should be angled slightly rather than positioned in a straight line.
* [ ] True / [x] **False** - Laptop computers are ergonomically designed to accommodate prolonged use without external accessories.
* [x] **True** / [ ] False - "Ambient light" refers to the general illumination in an office, while "task light" provides focused illumination for specific tasks.

## Module Two Home Office Ergonomics

**Multiple Choice Questions:**

* **What type of office setup allows for furniture and equipment to remain in a constant state of configuration?**
  + [ ] Transient space
  + [ ] Multi-use space
  + [x] **Dedicated space**
  + [ ] Shared space
* This question highlights the concept of a dedicated workspace, which, unlike other options, can maintain a consistent setup.
* **Which of the following is NOT a recommended strategy for working on a laptop while seated on a couch?**
  + [ ] Use pillows for arm and shoulder support.
  + [ ] Utilize a laptop lap desk for improved ergonomics.
  + [ ] Ensure legs and feet are well supported with a sofa server.
  + [x] **Remain in the same position for extended periods for optimal focus.**
* This question emphasizes the importance of avoiding prolonged static postures, even when comfort seems adequate.
* **What type of eye wear should be considered if a user experiences neck strain when viewing a monitor at eye level while wearing bifocals?**
  + [ ] Reading glasses
  + [x] **Computer glasses**
  + [ ] Sunglasses
  + [ ] Safety glasses
* This question addresses the need for specialized eyewear when using computers, particularly for individuals who wear bifocals.
* **Which of the following is NOT a potential disadvantage of working from home, specifically related to ergonomics?**
  + [ ] Increased musculoskeletal risks
  + [ ] Challenges in maintaining neutral body postures
  + [ ] Difficulty in replicating a fully equipped ergonomic office setup
  + [x] **Reduced access to technology and high-speed internet**
* This question explores the ergonomic challenges associated with working from home, focusing on physical and environmental factors, as opposed to technological limitations.
* **When setting up a home office, what is the primary objective for a shared workspace?**
  + [ ] Maximize desk space for multiple users.
  + [ ] Create a visually appealing and aesthetically coordinated environment.
  + [x] **Ensure easy transitions between work and non-work functions.**
  + [ ] Designate separate work zones for each user to minimize distractions.
* This question addresses the unique considerations of shared home offices, emphasizing the need for adaptability and efficient transitions.

**True and False Questions:**

* [x] **True** / [ ] False - When using a laptop as the primary computer, the user should strive to position the laptop's screen height so that their wrists are straight when using the built-in keyboard and touchpad.
* [ ] True / [x] **False** - A dining room table is never a suitable option for a home office workspace.
* [x] **True** / [ ] False - It is beneficial to take short, regular breaks to stand up and move around when spending extended periods sitting at a desk.
* [ ] True / [x] **False** - When using two monitors, if one monitor is used primarily for work tasks, it should be angled to the side, while the secondary monitor should be placed directly in front of the user.
* [x] **True** / [ ] False - The height of a standing desk should be adjusted so that the user can stand comfortably "tall" with their elbows at about 90 degrees and shoulders relaxed.

## Module Three Beyond the Traditional Office

**Multiple Choice Questions:**

* **What type of bag is recommended for carrying work materials and can function as both a backpack and a rolling bag?**
  + [ ] Briefcase
  + [ ] Messenger bag
  + [x] **Wheeled backpack**
  + [ ] Duffel bag
* This question highlights a practical solution for professionals who carry work equipment, emphasizing the benefit of dual-functionality for varied environments.
* **What type of software can significantly reduce the need for typing and visually engaging with a mobile device?**
  + [ ] Photo editing software
  + [x] **Digital assistant software**
  + [ ] Cloud storage software
  + [ ] Video conferencing software
* This question focuses on accessibility features and tools that minimize physical interaction with devices, promoting ergonomic practices.
* **Which of the following is NOT an example of Universal Design in public spaces?**
  + [ ] Curb cutouts
  + [ ] Automatic doors
  + [x] **Revolving doors**
  + [ ] Lever door handles
* This question tests understanding of Universal Design principles by identifying an element that presents accessibility barriers rather than solutions.
* **According to the 7 Principles of Universal Design, what does the principle of "Perceptible Information" primarily address?**
  + [ ] Ease of use for individuals with varying levels of experience.
  + [x] **Effective communication of information regardless of sensory abilities or environmental conditions.**
  + [ ] Minimizing the risk of errors or accidents during product use.
  + [ ] Flexibility of use to accommodate diverse preferences and abilities.
* This question emphasizes the importance of clear and accessible information presentation as a core element of Universal Design.
* **What is the primary objective of considering ergonomic principles in conjunction with Universal Design?**
  + [ ] To minimize the environmental impact of product design and manufacturing.
  + [ ] To create aesthetically pleasing and marketable products for a wider consumer base.
  + [x] **To enhance the health, safety, and productivity of individuals across a wide range of abilities and characteristics.**
  + [ ] To reduce manufacturing costs by simplifying product design and assembly processes.
* This question emphasizes the shared goal of ergonomics and Universal Design in creating inclusive and user-centered environments and products.

**True and False Questions:**

* [x] **True** / [ ] False - When using a smartphone, it is advisable to alternate between using thumbs and fingers for typing to reduce strain.
* [ ] True / [x] **False** - A laptop lap desk is only suitable for use in stationary positions and should not be used in moving vehicles.
* [x] **True** / [ ] False - "Digital Nomads" refer to individuals who leverage technology to work remotely from various locations.
* [ ] True / [x] **False** - The principles of Universal Design are primarily intended for the design of physical products and are not applicable to digital interfaces.
* [x] **True** / [ ] False - When selecting a smartphone, hand size should be considered to ensure comfortable and accessible use.

# 2024 Quiz Questions (Chat GPT)

## Module One Work Office Ergonomics

**Multiple Choice Questions**

1. What is the ideal seated posture for working at a computer workstation?
   * A) 90 degrees at the hips and knees
   * B) 105 to 110 degrees at the hips and knees
   * C) 120 degrees at the hips and knees
   * D) 90 degrees at the hips and 120 degrees at the knees
   * **Correct Answer: B**
2. Which of the following is a key benefit of using a sit/stand workstation?
   * A) Increased desk space
   * B) Improved employee engagement and morale
   * C) Reduced need for breaks
   * D) Enhanced office aesthetics
   * **Correct Answer: B**
3. What is a common problem associated with poor workstation set-up in conference rooms?
   * A) Lack of sufficient lighting
   * B) Inadequate heating
   * C) Long meetings without adequate movement
   * D) Excessive noise levels
   * **Correct Answer: C**
4. Which of the following should be considered when selecting a chair for an office workstation?
   * A) The color of the chair
   * B) The height and angle adjustability of the back support
   * C) The brand of the chair
   * D) The weight of the chair
   * **Correct Answer: B**
5. What is the recommended method for determining the correct standing worksurface height?
   * A) Adjusting the worksurface height to match the user's eye level
   * B) Adjusting the worksurface height to match the user's elbow height
   * C) Using a fixed height desk and adjusting the user's chair height
   * D) Using the average height of all users
   * **Correct Answer: B**

**True and False Questions**

1. The best seated posture is one that changes frequently throughout the day.
   * True
   * False
   * **Correct Answer: True**
2. A footrest is only necessary if the workstation is used by multiple users.
   * True
   * False
   * **Correct Answer: False**
3. The use of a wrist rest while typing is recommended to provide constant support to the wrists.
   * True
   * False
   * **Correct Answer: False**
4. Proper ergonomic setup can lead to improved productivity and reduced discomfort in the workplace.
   * True
   * False
   * **Correct Answer: True**
5. The use of sit/stand workstations eliminates the need for taking regular breaks.
   * True
   * False
   * **Correct Answer: False**

## Module Two Home Office Ergonomics

**Multiple Choice Questions**

1. What is one of the advantages of working from home (WFH)?
   * ☐ Less flexibility in work schedule
   * ☐ Increased commuting time
   * ☐ Increased productivity
   * ☐ Higher auto expenses
   * **Correct Answer: Increased productivity**
2. What should you use if your chair does not provide adequate lumbar support?
   * ☐ An additional pillow or rolled-up towel
   * ☐ A smaller desk
   * ☐ Removing the armrests
   * ☐ Raising the monitor height
   * **Correct Answer: An additional pillow or rolled-up towel**
3. In a shared home office space, what is a primary objective?
   * ☐ Making the transition between users as easy as possible
   * ☐ Ensuring one user has a permanent setup
   * ☐ Keeping the office setup the same for all users
   * ☐ Not adjusting the chair height
   * **Correct Answer: Making the transition between users as easy as possible**
4. Which of the following is a correct step when setting up a standing workstation?
   * ☐ Ensuring elbows are at 45 degrees
   * ☐ Standing on a hard surface without any cushioning
   * ☐ Ensuring elbows are at about 90 degrees
   * ☐ Positioning the monitor below eye level
   * **Correct Answer: Ensuring elbows are at about 90 degrees**
5. What is a recommended practice to avoid discomfort when working on a laptop from a couch?
   * ☐ Use a laptop lap desk and limit time spent on the couch
   * ☐ Place the laptop directly on your lap
   * ☐ Use the couch as your primary workspace
   * ☐ Avoid using any support for elbows
   * **Correct Answer: Use a laptop lap desk and limit time spent on the couch**

**True and False Questions**

1. Ergonomics principles apply only to the traditional office environment.
   * ☐ True
   * ☐ False
   * **Correct Answer: False**
2. One of the disadvantages of working from home is increased musculoskeletal risks.
   * ☐ True
   * ☐ False
   * **Correct Answer: True**
3. When using a laptop as your primary computer, it's not necessary to use an external keyboard and mouse.
   * ☐ True
   * ☐ False
   * **Correct Answer: False**
4. Cradling a phone between your ear and shoulder is an ergonomically sound practice.
   * ☐ True
   * ☐ False
   * **Correct Answer: False**
5. Regular micro-breaks are recommended to enhance comfort and reduce the risk of injury when working from home.
   * ☐ True
   * ☐ False
   * **Correct Answer: True**

## Module Three Beyond the Traditional Office

**Multiple Choice Questions**

1. What is a primary consideration when setting up a mobile office in a car?
   * Using a wireless mouse
   * Ensuring good posture and taking breaks
   * Having a large monitor
   * Using a standing desk
   * **Correct Answer:** Ensuring good posture and taking breaks
2. Which of the following is a key principle of Universal Design?
   * Exclusive use
   * Flexibility in use
   * High physical effort
   * Complex use
   * **Correct Answer:** Flexibility in use
3. What is a recommended tool for reducing strain when using a tablet frequently?
   * A larger tablet screen
   * A portable laptop stand and Bluetooth keyboard
   * An additional monitor
   * A high-resolution display
   * **Correct Answer:** A portable laptop stand and Bluetooth keyboard
4. What ergonomic advice is suggested for working with laptops on the go?
   * Use the laptop on your lap for better comfort
   * Use a laptop stand and external keyboard and mouse
   * Always work on a flat surface
   * Avoid using laptops outside
   * **Correct Answer:** Use a laptop stand and external keyboard and mouse
5. What is a benefit of Universal Design in ergonomics?
   * Higher costs
   * Reduced accessibility
   * Enhanced usability for a diverse population
   * Increased complexity
   * **Correct Answer:** Enhanced usability for a diverse population

**True and False Questions**

1. The principle of Universal Design is to create environments usable by all people to the greatest extent possible.
   * True
   * False
   * **Correct Answer:** True
2. Using a laptop on a pillow is recommended for better ergonomics.
   * True
   * False
   * **Correct Answer:** False
3. Mobile office setups should prioritize ergonomic principles to reduce musculoskeletal risks.
   * True
   * False
   * **Correct Answer:** True
4. Flexibility in use is not a principle of Universal Design.
   * True
   * False
   * **Correct Answer:** False
5. It is advisable to use an external keyboard when typing extensively on a tablet.
   * True
   * False
   * **Correct Answer:** True