Clear All Answers

Office Ergonomics: Introduction for Health Care Professionals *(Online)*
Test Questions 2021

1. **Indicate why pertinent pictures can enhance your office ergonomics assessment. (Select all that apply)**
   - ☐ a. Important teaching tool to help the individual "see" ergonomics issues
   - ☐ b. Visually demonstrate "before" and "after" based on modifications made
   - ☐ c. Help supervisor or manager who will read your report better understand your recommendations
   - ☐ d. You do not need to have permission to take pictures

2. **Confidentiality of the information you obtain during the office ergonomics assessment must be maintained.**
   - ☐ a. True
   - ☐ b. False

3. **A multi-user office situation typically:**
   - ☐ a. Requires a greater degree of setup adjustability
   - ☐ b. Requires a lesser degree of setup adjustability

4. **An example of a multi-task office workstation includes:**
   - ☐ a. Customer service representative may spend a majority of the day on the computer and telephone performing computer lookup activities
   - ☐ b. Supervisory position where individual perform many different activities in various locations throughout the day

5. **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?
   - ☐ a. Single User / Single Task
   - ☐ b. Single User / Multi Task
   - ☐ c. Multi User / Single Task
   - ☐ d. Multi User / Multi Task

6. **The objectives of a chair include all of the following except (select one)**
   - ☐ a. Support the trunk and limbs
   - ☐ b. Lock the individual into one position to be maintained throughout the day.
   - ☐ c. Provide a stable base for the body and limbs
   - ☐ d. Position the user at the correct height and reach relationship to accomplish work

7. **Which chair adjustment should be checked first if the back of the worker's knees/calves run into the front edge of the chair?**
   - ☐ a. Seat pan height
   - ☐ b. Seat pan depth
   - ☐ c. Back rest height
   - ☐ d. Seat pan tilt

8. **What is the appropriate chair caster type based on the floor surface? (select all that apply)**
   - ☐ a. Hard plastic shell caster on a hard surface floor
   - ☐ b. Softer rubberized caster on a hard surface floor
   - ☐ c. Hard plastic shell caster on a soft surface floor
   - ☐ d. Softer rubberized caster on a soft surface floor

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

   9.1 First adjust: (select one)
   - ☐ a. Monitor height to promote neutral and neck position
   - ☐ b. Ensure feet are supported (either on the floor or a footrest)
   - ☐ c. Seat (or stool height) to place the match the user's keyboard/mouse technique on the work surface

   9.2 Second adjust: (select one)
   - ☐ a. Monitor height to promote neutral and neck position
   - ☐ b. Ensure feet are supported (either on the floor or a footrest)
   - ☐ c. Seat (or stool height) to place the match the user's keyboard/mouse technique on the work surface

   9.3 Third adjust: (select one)
   - ☐ a. Monitor height to promote neutral and neck position
   - ☐ b. Ensure feet are supported (either on the floor or a footrest)
   - ☐ c. Seat (or stool height) to place the match the user's keyboard/mouse technique on the work surface

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

   10.1 First adjust: (select one)
   - ☐ a. Monitor height to promote neutral and neck position
   - ☐ b. Work surface height based on the user's keyboard/mouse technique
   - ☐ c. Seat (or stool height) to place the feet directly on the floor

   10.2 Second adjust: (select one)
   - ☐ a. Monitor height to promote neutral and neck position
   - ☐ b. Work surface height based on the user's keyboard/mouse technique
   - ☐ c. Seat (or stool height) to place the feet directly on the floor

   10.3 Third adjust: (select one)
   - ☐ a. Monitor height to promote neutral and neck position
   - ☐ b. Work surface height based on the user's keyboard/mouse technique
   - ☐ c. Seat (or stool height) to place the feet directly on the floor

11. **Chair recommendations should primarily be based on which of the following**
   - ☐ a. Type of job
   - ☐ b. Size/shape of user
   - ☐ c. Duration of use
   - ☐ d. All of the above

12. Which position is the best for sitting?

- ☐ a. 90/90 Upright position
- ☐ b. Semi-reclined position
- ☐ c. Conversation position
- ☐ d. None of the above, workers should change position and move on a regular basis when possible

13. Tips to enhance sit/stand workstation use include: (select all that apply)

- ☐ a. Adjustment strategies to make sure seated and standing worksurface heights are correct
- ☐ b. Footwear that has significant cushioning and support
- ☐ c. Maintain both feet flat on the floor at all times when standing
- ☐ d. Use a footrest that allows one foot up on the rest and then alternate with the other foot
- ☐ e. 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

14. In terms of mouse use what is most important?

- ☐ a. Configuration of the mouse (shell, rollerball, touchpad, etc.)
- ☐ b. Appropriate position of the mouse in terms of height and reach

15. 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-

- ☐ a. Position on stable surface for appropriate wrist/hand position (sub optimal neck position)
- ☐ b. Position on stable surface between usual desk height and eye height
- ☐ c. Position in lap and adjust screen for best viewing angle

16. 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?

- ☐ a. Primary/Primary: Monitors should be positioned so they are centered on the user
- ☐ b. Primary/Secondary: Primary monitor should be positioned directly in front of the user, secondary positioned off to the side

17. 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?

- ☐ a. Primary/Primary: Monitors should be positioned so they are centered on the user
- ☐ b. Primary/Secondary: Primary monitor should be positioned directly in front of the user, secondary positioned off to the side

18. Which of the following Is the minimum criteria for recommending a hands-free phone set up (speaker phone and/or headset)?

- ☐ a. Calls are longer than 15 minutes or more than 4 hours per day are spent on the phone
- ☐ b. Calls are longer than 15 minutes
- ☐ c. More than 4 hours per day are spent on the phone
- ☐ d. Calls are longer than 1 to 2 minutes or more than 1-2 hours per day are spent on the phone

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

- ☐ a. Reading glasses and additional lighting
- ☐ b. Bifocals and a lower monitor
- ☐ c. Bifocals and additional lighting
- ☐ d. Bifocals and a higher monitor

20. Which of the following is the 30/30 Rule of Physical Movement?

- ☐ a. 30 seconds of upright sitting should follow 30 minutes of reclined sitting
- ☐ b. 30 minutes of sitting should be rotated with 30 minutes of standing
- ☐ c. Physically active 30 second micro-breaks every 30 minutes
- ☐ d. Sitting reclined for 30 minutes alternating with sitting upright 30 minutes