

Ergonomics Awareness Quiz

Name _____

Date _____

Department _____

E-mail address _____

Phone number _____

Directions:

Read the workbook “Easy Ergonomics for Desktop Computer Users” **and**
Watch the computer disk “Ergonomics: Setting up your Computer Workstation.”

Note: This is an open book and computer disk quiz.

Circle the correct answer to the statements below.

Obtain the answer sheet from your department ergonomic representative and score your quiz. Put the total number correct on the top right side and circle it.

1. The 20-20-20 rule means to take a 20 minute break every 40 minutes at your computer workstation, walk 20 feet away from your desk and focus your eyes on something 20 feet away to reduce the risk of musculoskeletal disorders. T or F
2. When organizing your work space, it is accepted practice to reach frequently in the mid work space. T or F
3. The seat pan depth should be adjusted so that there is a 6-8 inch gap between the front of the chair and the back of your knees when you are seated with your back is against the chair. T or F
4. Position the document so that you can easily shift your view between the document and the monitor by moving only your eyes, not your head. T or F
5. Your feet should be able to rest comfortably on the chair legs or dangle slightly while seated at your computer workstation T or F
6. When keying, your wrists should be straight and not bent. T or F
7. If you do not frequently use your number pad, (ten key feature of your keyboard), but use your pointing device (mouse, trackball, etc) constantly or frequently, a mouse platform will likely be a good option to bring the mouse into the near reach zone. T or F

- 8.** If your armrests interfere with your access to the mouse, keyboard, or writing surface, you should adjust them to their lowest position out of the way or consider removing them all together. T or F
- 9.** A negative tilt to the keyboard is the most desirable position to facilitate your wrists being straight while keying. T or F
- 10.** It is not important to always identify the specific job tasks or the workstation “handedness” before you try to solve ergonomic problems. T or F
- 11.** If you are having pain or discomfort in your forearms, it may be related to your chair adjustment or the organization of your work station. T or F
- 12.** Monitor height and distance positioning can be related to discomfort in you neck, upper back, and eye strain. T or F
- 13.** The organization of your work station plays a significant role relative to musculoskeletal injury at the work station. T or F
- 14.** Software inefficiency impacts the worker in 4 main areas of time, repetitions, posture, and stress. T or F
- 15.** It is encouraged to periodically adjust the tilt or tension of the back support of your chair over the course of the work day to help vary your working position. T or F
- 16.** The combination of prolonged repetitive use of your mouse or keyboard, poor posture and incorrect work habits are not likely to lead to cumulative trauma disorder. T or F
- 17.** Multi-taskers may want to keep their keyboards on the desktop rather than on a keyboard tray to eliminate the potential to reach over the keyboard tray for frequently used items such as the telephone or file folders which may cause shoulder injuries. T or F
- 18.** Place palms on the palm rest at all times for proper support, not just when keying, and allow as much movement as possible at the wrist to avoid keeping them straight. T or F
- 19.** When using the mouse, have a relaxed grip, avoid maintaining fingers in a tense, straight position, and use combined movements of the elbow and shoulder to move the mouse. T or F
- 20.** If you are experiencing neck or shoulder pain, aligning the source document and monitor directly in front of the keyboard may reduce the discomfort. T or F