

### ERGONOMICS - OFFICE BASICS

Complete sentences by choosing the correct letter from the list below.

1. Arrange the work area to... \_\_\_\_\_
2. Adjust chairs to the proper... \_\_\_\_\_
3. Sit with your arms at a 90 degree angle and... \_\_\_\_\_
4. Place the video monitor or other screens below...  
\_\_\_\_\_
5. Maneuver your mouse with... \_\_\_\_\_
6. Put your work close to... \_\_\_\_\_



#### Select the correct letter:

- a. arm movement, not by twisting your wrist.
- b. height so that the feet rest comfortably on the floor.
- c. eye level, and 18 to 24 inches from your eyes.
- d. your body to prevent over reaching.
- e. eliminate or limit stretching, over reaching and twisting to prevent injury.
- f. hold your wrist in a straight (neutral) position.

Answers to quiz:  
 1. e. eliminate or limit stretching, over reaching and twisting to prevent injury.  
 2. b. height so that the feet rest comfortably on the floor.  
 3. f. hold your wrist in a straight (neutral) position.  
 4. c. eye level, and 18 to 24 inches from your eyes.  
 5. a. arm movement, not by twisting your wrist.  
 6. d. your body to prevent over reaching.

Employee \_\_\_\_\_

Date \_\_\_\_\_