

*Albuquerque Public Schools
Risk Management Department*

Office Ergonomics Quiz

Name: _____ **Location:** _____

Employee Number: _____ **Date:** _____

Read each question and select the correct answer by circling “True” or “False”

1. Ergonomics is defined as the science of designing work according to the laws of nature, or making the job fit the person rather than making the person fit the job.

True

False

2. Ergonomics is important because it makes the job more pleasant by reducing physical and mental stress and prevents injuries.

True

False

3. Poor ergonomics can cause eye strain and musculoskeletal disorders.

True

False

4. Musculoskeletal disorders happen very fast, without warning.

True

False

5. When sitting correctly, your hips and knees and hips should be at a 90° angle.

True

False

6. The computer keyboard should be at elbow height, and wrist rests should be used only when not keying.

True

False
7. The computer monitor should be placed at or slightly lower than eye level.

True

False
8. Using a document holder is one way to avoid eye-strain.

True

False
9. The 20-20-20 Rule suggests you: Take a 20 second break, Look 20 feet away and stretch once every twenty minutes.

True

False
10. Symptoms like tingling, numbness, radiating pain, muscle spasms and skin discoloration can generally be ignored.

True

False

Once finished, give this quiz to your supervisor so it can be sent to Risk Management.