

The background of the top section is a blue-tinted photograph of an office interior with desks, computers, and chairs. In the top right corner, there is a yellow triangular warning sign with a black exclamation mark.

WORKPLACE SAFETY FOR OFFICE PROFESSIONALS

THE JEFF HAVENS COMPANY

Quiz Questions

Video #1 – Preventing Digital Eye Strain

- 1) Ideally, your eyes should be how far from any digital screen?
 - a. 10-12 inches.
 - b. 20-24 inches.
 - c. You should never look at a screen. Technology is poison!
- 2) How often should you give your eyes a rest when working on a computer or tablet?
 - a. Every 20 seconds for 20 minutes.
 - b. Every 20 minutes for 20 seconds.
 - c. Whenever your boss isn't paying attention.
- 3) Which of the following is NOT mentioned in this video as a major cause of digital eye strain?
 - a. Improperly positioned screen.
 - b. Too much light in your working area.
 - c. Lack of sleep.
 - d. Forgetting to blink.

Video #2 – Designing an Ergonomic Workstation

- 1) Which of the following is NOT mentioned in this video as a common location for injury due to poor workstation design?
 - a. Legs

- b. Wrist
 - c. Feet
- 2) If you are working off a computer monitor or screen, how should it be positioned?
 - a. Slightly left of center, and just below eye level.
 - b. Centered with your body, and just below eye level.
 - c. Slightly right of center, and just above eye level.
- 3) Which of the following can cause nerve compression in your elbows?
 - a. Failing to use an ergonomic keyboard.
 - b. Poor circulation due to a bad diet.
 - c. Sitting too close to or far away from your workstation.

Video #3 – Chair Safety, Proper Posture, and Maybe Some Other Stuff

- 1) Which of the following is the right way to sit in a chair?
 - a. Back straight at a 90 degree angle.
 - b. Back slightly reclined at a 100-110 degree angle.
 - c. Chairs are for losers.
- 2) How often should you get up from a seated position?
 - a. As often as possible.
 - b. At least every half hour.
 - c. Only when nature calls.
- 3) When using a chair with wheels, make sure that your work area is _____.
 - a. Free from any obstacles or trip hazards on the floor.
 - b. At least 6 feet away from your nearest co-worker.
 - c. Equipped with non-wheeled chairs as well.

Video #4 – Proper Lifting Techniques

- 1) According to the video, what is the primary cause of muscle strain and injury?
 - a. Poor diet.
 - b. Poor body mechanics.
 - c. Poor circulation.
- 2) Why might it be a good idea to establish safe lifting limits?
 - a. They are required by law.
 - b. They prevent people from lifting whatever they think they can handle.
 - c. Because I said so.
- 3) What is the key to proper team lifting?
 - a. Good communication.
 - b. Having a supervisor watch the process.
 - c. Doing all heavy lifting in the morning.

Video #5 – Fall Prevention Essentials

- 1) According to OSHA, falls account for approximately _____ of all workplace accidents.
 - a. 15%
 - b. 35%
 - c. 50%

- 2) The video suggests that fall prevention is largely a function of what?
 - a. Restricting your movement as much as possible.
 - b. Paying attention to your environment.
 - c. Avoiding changes in elevation whenever possible.
- 3) When ascending or descending stairs, when you use the handrail?
 - a. Always.
 - b. Whenever it's convenient.
 - c. Only if you feel yourself beginning to fall.

Video #6 – Fire Prevention Essentials

- 1) Which of the following is NOT mentioned as a potential fire hazard in this video?
 - a. Hot food.
 - b. Cigarettes.
 - c. Spontaneous combustion.
 - d. Personal heaters.
- 2) One advantage of metal trashcans over plastic ones is that they _____.
 - a. Are less expensive.
 - b. Contain fire more effectively.
 - c. Are required by law.
- 3) In the event of a fire, the first step is to _____.
 - a. Notify building personnel.
 - b. Evacuate the building.
 - c. Notify the fire department.

Answers:

Video #1 – Preventing Digital Eye Strain

- 4) Ideally, your eyes should be how far from any digital screen?
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