

OALCF Task Cover Sheet

Task Title: Watch ergonomics video and complete checklist

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship___ Secondary School___ Post Secondary___ Independence <input checked="" type="checkbox"/>	
Task Description: Having an ergonomically correct work and learning environment is important for overall health. In this task the learner will watch a video about ergonomics and complete a checklist based on his or her work environment.	
Competency: A. Find and Use Information B. Communicate Ideas and Information D. Use of Digital Technology	Task Group(s): A1: Read continuous text A3: Extract information from films, broadcasts and presentations B3: Complete and create documents n/a
Level Indicators: A1.1: Read brief texts to locate specific details A3: n/a B3.1a: Make straight forward entries to complete very simple ideas D.1: Perform simple digital tasks according to a set procedure	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">● Computer with internet connect● Ability to access YouTube internet site● Ergonomic checklist/pen or pencil (f not completed online)● Highlighter (if not completed online)● Learning space (desk, chairs, computer)	

Instructor's Preparation: Either as a class using one main computer screen, or using individual computer screens, connect to the internet and enter the website <http://www.youtube.com/watch?v=KC6nYJ0F6tU> into the browser. Allow the learner (or the class as a whole) to watch the educational video Ergonomics in an Office Environment (3.17 minutes). If watching as a group, pause at the moments in the video as outlined in

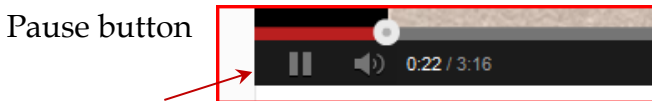
the tasks. Provide a copy of the Ergonomics Checklist. Allow learner to make adjustments to their learning space, based on the video and checklist result.

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Having an ergonomically correct work and learning space is important for overall health.

Task 1: Connect to the internet on your computer and in the window browser enter the website <http://www.youtube.com/watch?v=KC6nYJ0F6tU> to watch the video 'Ergonomics – Corporate Educational Video'. Have the Ergonomics Checklist and a pen or pencil beside the computer.

Task 2: Press the pause button on the video screen at the 40 second mark, after the narrators have talked about health problems. Complete Number 1 on the Ergonomics Checklist. Once done, press the play button on the video screen.



Task 3: Press the pause button on the video screen at the 1:50 minute mark, after the narrators have talked about chair and body positions. Complete Number 2 on the Ergonomics Checklist and make any changes you are able to your chair and desk space. Once done, press the play button on the video screen.

Task 4: Press the pause button on the video screen at the 2:15 minute mark, after the narrators have talked about the mouse and phone positions. Complete Numbers 3 and 4 on the Ergonomics Checklist and make any changes you can to your mouse, mouse pad and phone. Once done, press the play button on the video screen.

Task 5: Press the pause button on the video screen at the 2:30 minute mark. Complete Number 5 on the Ergonomics Checklist. Once done, press the play button on the video screen.

Task 6: When the video is done, close the screen and exit from the internet.

Task 7: Review your Ergonomics Checklist and highlight or circle any changes you need to make to your work space to make it a more safe and healthy environment.

Ergonomics Checklist

1. Check any of the health problems you experience while working at a desk and computer, either while at work, at home or in the classroom:

- € Headaches and/or migraines
- € Pain or soreness in wrists
- € Pain or soreness in neck
- € Pain or soreness in elbows
- € Pain or soreness in back
- € Irritability
- € Sore eyes
- € Blurred vision

2. Check that your chair is at the right height to:

- € ensure your eyes are level to the screen and about 18 inches away from the monitor.
- € ensure your feet are able to be planted flat on the floor.
- € ensure your wrists rest comfortably at the level of the keyboard and your arm is at a 90 degree angle.

3. Is your mouse:

- € at the same height as your keyboard?
- € next to your keyboard?
- € on a mouse pad with a gel wrist support?

4. If you use a phone regularly while working at your computer station:

- € are able to use both hands instead of cradling the phone between your head and your neck? or
- € do you have a headset to keep your hands free for typing?

5. Do you have lumbar support for your back:

- € through built in support on your chair?
- € through a lumbar cushion used on your chair?

6. Make sure you move, stretch and do light exercises every 30-60 minutes.

7. Make sure you report any ongoing aches and pains to your supervisor or instructor.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
A3	n/a			
B3.1a	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			
D.1	<ul style="list-style-type: none"> follows simple prompts 			
	<ul style="list-style-type: none"> locates specific functions and information 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature