**OALCF Task Cover Sheet**

**Task Title:** Watch ergonomics video and complete checklist

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| **Learner Name:** |
| **Date Started: Date Completed:****Successful Completion:** Yes\_\_\_ No\_\_\_ |
| **Goal Path:** Employment**✔** Apprenticeship\_\_\_ Secondary School\_\_\_ Post Secondary\_\_\_ Independence**✔** |
| **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:**1. Find and Use Information
2. Communicate Ideas and Information
3. Use of Digital Technology
 | **Task Group(s):**A1: Read continuous textA3: Extract information from films, broadcasts and presentationsB3: Complete and create documentsn/a |
| **Level Indicators:**A1.1: Read brief texts to locate specific detailsA3: n/aB3.1a: Make straight forward entries to complete very simple ideasD.1: Perform simple digital tasks according to a set procedure |
| **Performance Descriptors:** see chart on last page  |
| **Materials Required:*** 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)
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**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.

Pause button  Play button 

**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
1. 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.
2. Is your mouse:
	* at the same height as your keyboard?
	* next to your keyboard?
	* on a mouse pad with a gel wrist support?
3. 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?
4. Do you have lumbar support for your back:
	* through built in support on your chair?
	* through a lumbar cushion used on your chair?
5. Make sure you move, stretch and do light exercises every 30-60 minutes.
6. 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  | * reads short texts to locate a single piece of information
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|  | * decodes words and makes meaning of sentences in a single text
 |  |  |  |
|  | * follows the sequence of events in straightforward chronological texts
 |  |  |  |
|  | * follow simple, straightforward instructional texts
 |  |  |  |
| A3 | n/a |  |  |  |
| B3.1a | * makes entries using familiar vocabulary
 |  |  |  |
| D.1 | * follows simple prompts
 |  |  |  |
|  | * locates specific functions and information
 |  |  |  |

**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

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| Learner Comments |
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#### Instructor (print) Learner Signature