

The Ergonian

A monthly newsletter for the Oregon State Agency office ergonomic community

December 2005

New Office Ergonomics Form

Attached to this Ergonian is SAIF Corporation's newest Office Ergonomics Assessment Form.

This form can be particularly useful for those individuals who participated in SAIF's Office Ergonomic Assessors Training Class prior to Sept 2005.






Keep in mind your particular agency might have their own Ergonomic Assessment worksheet that they want you to use.

The form consists of two sides: a worksheet and a measurement guideline.

The worksheet provides spaces for written documentation for all of the necessary measurements, adjustments, percentage of usage, follow up needed, etc.

The measurement guideline provides a description, explanation and pictorial representation of each one of the measurements. The numbers on the left side are conveniently assigned to match the numbered measurements listed on the front side. This is particularly helpful if you have not done an assessment in a while.

Remember why we measure ...

-  Knee to Floor – *cylinder & seat height*
-  Popliteal - *seat pan depth*
-  Elbow to Floor - *work surface height*
-  Tips of little fingers - *seat pan width*
-  Lumbar Height- *chair back lumbar support*

SAIF Ergo Assessor Training Date

January 17, 2006

8:30am – 11:30am

@ SAIF Corporation

[Link to Register](#)

For more Info Contact:

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Common Keyboard Shortcuts

Editing a Document	
Functions	Shortcut Keys
Select all text in document	Ctrl - A
Copy	Ctrl - C
Cut	Ctrl - X
Paste	Ctrl - V
Undo	Ctrl - Z

Note: Press and hold the first key listed then press the second key

RESOURCE CENTER

DAS:

<http://www.oregon.gov/DAS/Risk/ergoguide.shtml>

OR-OSHA

<http://www.cbs.state.or.us/external/osa/consult/ergonomic/ergonomics.htm>

www.ergonomics-information.com

Ergo Assessor Graduates

Congratulations to the following employees that completed their **3** required ergonomic assessments, and have officially graduated in October and November!

DPSST-Lisa Snively, Keri Ashford, Jennifer Poelz, Allyson Pickerell

DCBS-Trena VanDeHey, **OYA**-Edie Hefter, **DAS**-Lynn Oakes

ODOT-Collin Ansell, Julia Carpenter, Doug Peetz