

VelocityEHS Office Ergonomics Program

**(Formerly Ergopoint)
Employee Instructions**

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Welcome

Welcome! SAIF is excited to work with you using Velocity EHS® Office Ergonomics Program (VOE) (Formerly known as ErgoPoint®) to help resolve any office ergonomic issue you may be having.

Velocity EHS® Office Ergonomics Program is a self-assessment program that will:

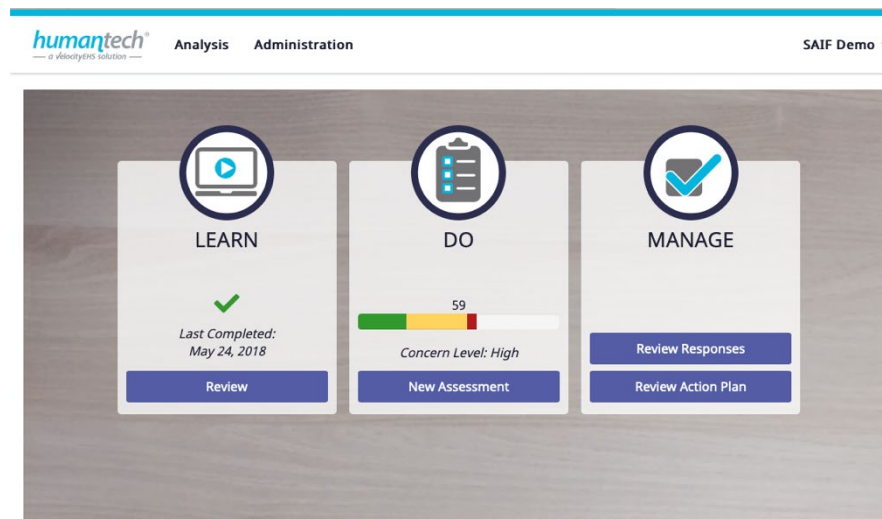
- Assess your workstation set-up
- Help you make adjustments based on best practices (if possible)
- Prioritize issues and track your improvements
- Will help your SAIF Consultant to better be able to determine how to resolve other risk factors and improve your office set up.

To complete an assessment, please follow the steps listed below. If at any time in the process you need assistance, please contact me [[contact info](#)] and I can help.

STEP 1 – Log into Velocity EHS® Office Ergonomics Program

1. **Log into VOE** - login to your new account on the Ergopoint site. Please see below for the login information:

- **URL:** <https://ep.humantech.com/saifclients/login>
 - **User name:** *your email address*
 - **Initial password:** changeme (all lowercase, you will be prompted to update this upon login)
- When you log in, you will see the three 'Learn', 'Do' and 'Manage' modules (see photo below)



STEP 2 – Learn

- 2. Learn Module** - click on the 'Learn Module' for a 20-minute video on office ergonomics. Though the video is based in a standard office environment, all topics in the training apply equally to your home office setup

The screenshot displays the 'human tech' interface, a velocityEHS solution. The top navigation bar includes 'Analysis' and 'Administration', and the user is logged in as 'SAIF Demo'. The main content area features three modules: 'LEARN', 'DO', and 'MANAGE'. The 'LEARN' module is highlighted with a red rounded rectangle. It shows a play button icon, a green checkmark, and the text 'Last Completed: May 24, 2018', with a 'Review' button below. The 'DO' module shows a clipboard icon, a progress bar at 59%, and a 'Concern Level: High' warning, with a 'New Assessment' button below. The 'MANAGE' module shows a checkmark icon and buttons for 'Review Responses' and 'Review Action Plan'.

human tech
— a velocityEHS solution —

Analysis Administration SAIF Demo ▾

LEARN

✓
Last Completed:
May 24, 2018

Review

DO

59

Concern Level: High

New Assessment

MANAGE

Review Responses

Review Action Plan

STEP 3 – Do

- 3. Do Module** - click on the 'Do Module' this is the assessment piece. You will then walk through a series of questions about the type of work you do and how your office is set up

The screenshot displays the human tech SAIF Demo interface. The top navigation bar includes the logo 'human tech — a velocityEHS solution —', the menu items 'Analysis' and 'Administration', and the user identifier 'SAIF Demo' with a dropdown arrow. The main content area features three modules: 'LEARN', 'DO', and 'MANAGE'. The 'DO' module is highlighted with a red rounded rectangle. The 'LEARN' module shows a green checkmark and the text 'Last Completed: May 24, 2018'. The 'DO' module shows a progress bar at 59% and a 'Concern Level: High' status. The 'MANAGE' module shows a blue checkmark. Each module has a corresponding button: 'Review' for LEARN, 'New Assessment' for DO, and 'Review Responses' and 'Review Action Plan' for MANAGE.

Module	Status	Progress	Concern Level	Action
LEARN	Completed	100%	Low	Review
DO	In Progress	59%	High	New Assessment
MANAGE	Not Started	0%	Low	Review Responses, Review Action Plan

STEP 3 – Do

3. Do Module

- You will be presented with a series of questions about how your workstation is set up
- Click on the '**See an Example**' link to see a visual example to help clarify the question being asked
- Continue to answer the questions that are asked and progress to the next screen


Progress Bar – leave the assessment and come back at any time and it will pickup where you left off

33%

Head to Source

This section asks questions about the aspects of your workstation that affect your vision and neck posture, for example, the location of your display monitor.

When viewing your main display monitor, is the top of the screen at or slightly below eye level?

 [See an example](#)

Yes

No

Each question will have a link that when clicked will drop down and show a photographic example

When viewing your main display monitor, is the screen located about an arm's reach away?



Close

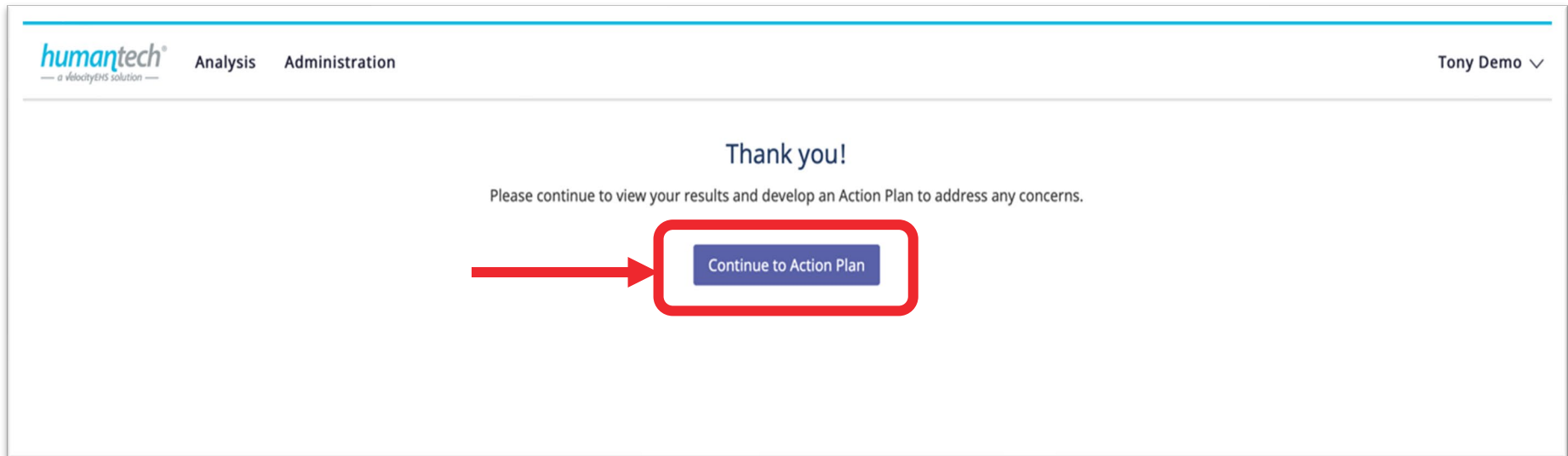
Yes

No

STEP 3 – Do

3. Do Module

- At the end of the module after you have answered all the questions being asked, click on the button that says '**Continue to Action Plan**'



STEP 4 – Manage Module

4. Manage Module

- **Make adjustments**

- Ergopoint will display what your current 'score is' and what your 'score could be' (pictured with a question mark).

MANAGE

Self-Assessment Summary

Office Self-Assessment, Dec 02 2020 [Print](#)

Your concern level is **High** with a score of 74

	Is	Could Be
Head to Source	H	H
Hands to Devices	H	H
Body to Chair	H	H
Feet to Floor	L	L

Concern Level Key:
L Low
M Moderate
H High

Score Is: **74** Score Could Be: **?**

Review All Suggestions (38)

1 Head to Source

Main display monitor screen is positioned to the side of the body, rather than at the center

- Position your monitor directly in front of your body and in line with the keyboard.

Main display monitor screen produces glare

- Adjust window blinds to reduce glare from outside light.
- Adjust the monitor angle to 90° from the ceiling, or straight up and down to avoid glare from overhead lights.
- Clean the display screen to reduce glare.

New Potential Score

?

To improve your comfort and reduce the concern score, please select suggested improvements from the right. When complete, review your Action Plan.

STEP 4 – Manage Module

4. Manage Module

• Make adjustments

- Ergopoint makes recommendations for what you can adjust and set yourself.
- Make the recommended adjustments and check the box if you are able.
- If you are unable to make the recommended adjustment, do not check the box.

The screenshot displays the 'MANAGE' interface for a 'Self-Assessment Summary' titled 'Office Self-Assessment, Dec 02 2020'. A red banner indicates 'Your concern level is High with a score of 74'. Below this, a comparison shows 'Score Is 74' and 'Score Could Be ?'. A table lists various ergonomic factors with 'Is' and 'Could Be' concern levels:

	Is	Could Be
Head to Source	H	H
Hands to Devices	H	H
Body to Chair	H	H
Feet to Floor	L	L

A 'Concern Level Key' indicates: L (Low), M (Moderate), H (High). A 'Review All Suggestions (38)' button is present. The first suggestion, '1 Head to Source', is highlighted. It includes the text: 'Main display monitor screen is positioned to the side of the body, rather than at the center'. Two checkboxes are shown: 'Position your monitor directly in front of your body and in line with the keyboard.' and 'Main display monitor screen produces glare'. The second checkbox is expanded to show three sub-options: 'Adjust window blinds to reduce glare from outside light.', 'Adjust the monitor angle to 90° from the ceiling, or straight up and down to avoid glare from overhead lights.', and 'Clean the display screen to reduce glare.'

STEP 4 – Manage Module

4. Manage Module

• Make adjustments

- After you have made adjustments and checked the box, a new score will be presented
- Continue making as many adjustments as you can until you have gotten through the whole list

MANAGE

Self-Assessment Summary

Office Self-Assessment , Dec 02 2020 [Print](#)

Your concern level is High with a score of 74

	Score Is	Score Could Be	Is	Could Be	Concern Level Key:
Head to Source	74	35	H	H	L Low
Hands to Devices			H	M	M Moderate
Body to Chair			H	H	H High
Feet to Floor			L	L	

Review All Suggestions (38)

New Potential Score

35

To improve your comfort and reduce the concern score, please select suggested improvements from the right. When complete, review your Action Plan.

1 Head to Source

Main display monitor screen is positioned to the side of the body, rather than at the center

- Position your monitor directly in front of your body and in line with the keyboard.

Main display monitor screen produces glare

- Adjust window blinds to reduce glare from outside light.
- Adjust the monitor angle to 90° from the ceiling, or straight up and down to avoid glare from overhead lights.
- Clean the display screen to reduce glare.

STEP 4 – Manage Module

4. Manage Module

• Make adjustments

- After you have made adjustments and checked the box, a new score will be presented
- Continue making as many adjustments as you can until you have gotten through the whole list
- Click on '**Review Action Plan**'

New Potential Score

29

To improve your comfort and reduce the concern score, please select suggested improvements from the right. When complete, review your Action Plan.

2 Hands to Devices

3 Body to Chair

Thighs are not parallel to the floor when sitting

Adjust the seat pan height to keep your thighs parallel to the floor.

Backrest does not allow sitting with an open angle (90-110°) at the hip

Adjust the backrest so that your body is supported with a slightly open angle (90-110°) at the hip.

Seat pan depth is too long or too short

Adjust the seat pan depth to allow space (1-3 inches or 2.5- to 7.6-centimeter) between the front edge of the seat pan and the backs of the legs.

Lumbar support does not fit the curve of the lower back

Adjust the seat pan depth to support your back.

Adjust the backrest so that your body is supported with a slightly open angle (90-110°) at the hip.

Armrests do not allow forearms to lightly rest

Adjust your chair armrests so that you can rest your arms at approximately a 90° angle while you are performing seated job tasks.

4 Feet to Floor

Review Action Plan

STEP 5 – Submit Action Plan


5. Manage Module

• Review

- Complete any adjustments you can make
- Add any other comments or upload photos

• Complete and Submit

- Click on 'Submit Action Plan'
- The completed action plan will go to your site administrator who will review it and contact you for the next steps

 MANAGE

Self-Assessment Summary

Office Self-Assessment, Dec 02 2020 [Print](#)

Your concern level is **High** with a score of 74

Score Is	Score Could Be	Is	Could Be	Concern Level Key:
74	29	Head to Source: H	L	L Low
		Hands to Devices: H	M	M Moderate
		Body to Chair: H	H	H High
		Feet to Floor: L	L	

[Review All Suggested Actions](#) [Review](#)

Action Plan

Please complete and review the immediate actions and purchases. When complete, submit the Action Plan.

Immediate Actions:

Adjust the monitor angle to 90° from the ceiling, or straight up and down to avoid glare from overhead lights.	New Complete
Adjust the position of your monitor to keep your neck in a comfortable, neutral posture.	New Complete

Attachments and Photos:

[Add Files](#)

Enter Comments

cc:

Note: Separate multiple email addresses with commas.


[Submit Action Plan](#)

STEP 5 – Submit Action Plan

5. Manage Module

- **Revisit**

- If you need to revisit anything you can return and review your suggested actions and your action plan

 **MANAGE**

Self-Assessment Summary

Office Self-Assessment , Dec 02 2020 [Print](#)

Your concern level is High with a score of 74

Score Is	Score Could Be	Is	Could Be	Concern Level Key:
74	29	Head to Source H	L	L Low
		Hands to Devices H	M	M Moderate
		Body to Chair H	H	H High
		Feet to Floor L	L	

Great work! Your concern level has improved by 45 points

Based on the Action Plan, your comfort level could be improved by implementing the suggested improvements. You have completed the final step of Humantech® Office Ergonomics. Please return Home to review the Learn, Do, or Manage segments.

[Return Home](#)

[Review All Suggested Actions](#) [Review](#)

[Submit Action Plan](#) [Review](#)

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Life.
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