3.00 Operating in a Digital Environment

LO 1 File Management and Word Processing Skills - Health & Safety & Ergonomics in a Digital Environment



To fill in the form follow this instruction:



## Please fill in this section:

Key your Name here: Click here to enter text.

Save this document to your , folder

#### Assessed Elements:

**Assessment Conditions:**

* The documents produced during this assessment must be entirely your own work. You signed an Attestation Form at the Getting Started Session.
* When completing this assessment you must comply with occupational health and safety guidelines in relation to your own working environment and practices. You signed an Attestation Form at the Getting Started Session.
* This is an open book assignment. Use of workbooks and powerpoint presentations is allowed. No printing is required.
* Your document must be emailed in as per instructions at the end of the assignment.
* Any feedback will be phoned or emailed from [nzcc3@eit.ac.nz](mailto:nzcc3@eit.ac.nz)
* Your Assessment Decision will also be phoned or emailed from [nzcc3@eit.ac.nz](mailto:nzcc3@eit.ac.nz)

Go to the next page to begin your assignment

## Task 1 LO 1

Mohaka Valley Travel Bureau need to know about theHazard Management Cycle. Can you key some basic descriptions of the cycle in the boxes below.

|  |  |
| --- | --- |
|  | Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

## Task 2 LO 1

Mohaka Valley Travel Bureau ******are having some staff Health problems. To show that you have understood the ergonomic principles in terms of health issues and how to avoid them, fill in the descriptions below:

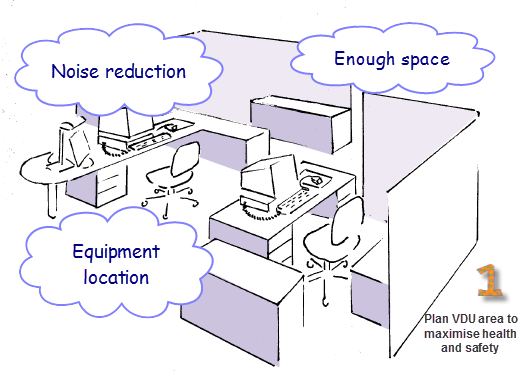
|  |  |
| --- | --- |
| Symptoms of **Gradual Process Injury (including** OOS) | Click here to enter text. |
| What can you do to help yourself? | Click here to enter text. |



|  |  |
| --- | --- |
| Symptoms of **visual discomfort** | Click here to enter text. |
| What can you do to help yourself? | Click here to enter text. |

LO 1

## Task 3 Working at home or in an office or EIT Center

Workstation layout and environment are becoming very important to Mohaka Valley Travel Bureau.   
They would appreciate some feedback on the following principles in Work organisation and Posture and body position as far as your own workstation and your own work practices are concerned:

✓ for Yes

|  |  |
| --- | --- |
| Do you have enough space around your workstation? |  |
| If you have furniture around your workstation, is the nearest piece of furniture a danger to you? |  |
| When you sit at your workstation do you have a mass of cables under your feet? |  |
| **When you are working at your workstation at home**, is your concentration interupted by any noise from other equipment. |  |
| **If you are working in an office**, does the location of any equipment interfere with verbal communication, or your concentration levels? |  |

#### Workstation Furniture & Hardware

**Note: if you are working with a laptop some of these questions may not apply to you**

#### Workstation

✓ for Yes

|  |  |
| --- | --- |
| Does your Workstation have sufficient space for you to be able to carry out all your study or work tasks? |  |

#### Chair

✓ for Yes

|  |  |
| --- | --- |
| When you sit on your chair do you have adequate space for your thighs? |  |
| If you have a chair with adjustments, can you adjust it easily when seated? |  |

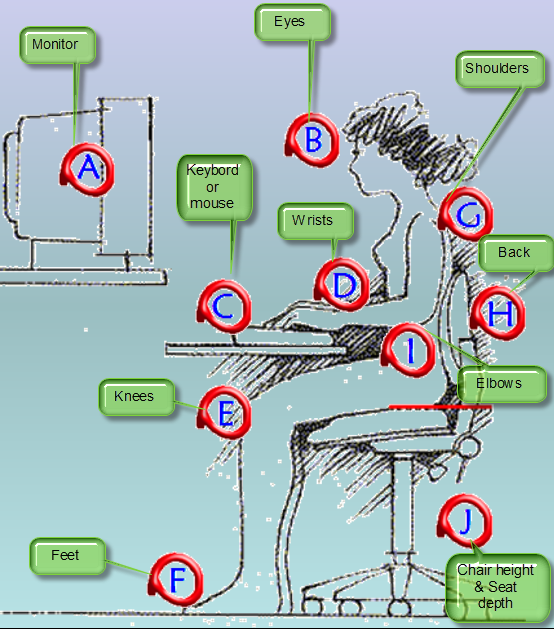
#### Keyboard

|  |  |
| --- | --- |
| Is your keyboard slope adjustable?  If it is not adjustable, please say why not  eg you are using a laptop. | Click here to enter text. |
| Where should the user be in relation to the **alphanumeric** **section** of the keyboard? | Click here to enter text. |

#### Mouse

|  |  |
| --- | --- |
| Why should you have the mouse at the same height as the keyboard? | Click here to enter text. |
| Instead of using the mouse, what should users learn? | Click here to enter text. |

## Posture and body position of the user



**Key the letter from the graphic which matches the statement. The same letter may be used more than once. One has been completed for you:**

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | Adjust this to Eye level or lower | Click here to enter text. | Don’t need to reach for it when working |
| Click here to enter text. | Blink and refocus often | Click here to enter text. | Supports your lower back |
| Click here to enter text. | Height able to be adjusted to suit you | Click here to enter text. | Flat on the floor |
| Click here to enter text. | Use a footstool | Click here to enter text. | Arms length from user |
| Click here to enter text. | Free from glare or reflection | Click here to enter text. | Relaxed to avoid strain |

#### Work to be done

|  |  |
| --- | --- |
| **Do you take necessary regular breaks from a task?** |  |
| **List 3 things you do when taking a break to avoid gradual process injury.** | **Click here to enter text.** |
| **Do you take micropauses?** |  |
| **What is a micropause?** | **Click here to enter text.** |
| **Describe one exercise that you do to relax your muscles** | **Click here to enter text.** |

#### Physical Environment

|  |  |
| --- | --- |
| **What do you consider when thinking about lighting?** | Click here to enter text. |
| **What do you consider when thinking about temperature, ventilation and humidity?** | Click here to enter text. |

#### Recommendations

**Note: fill both boxes in to show that you understand the Guidelines whether you work or not**

**When you go to work in an organisation**, your supervisor and you would go through the Guidelines to ensure that you have good work organisation, the correct monitor, keyboard and mouse for you and identify any hazards as far as workstation design and visual conditions in the workplace. This would mean you would comply with the Health and Safety at Work Act 2015.

|  |  |
| --- | --- |
| Describe what should happen to any recommendations made by your supervisor in a work situation. | Click here to enter text. |

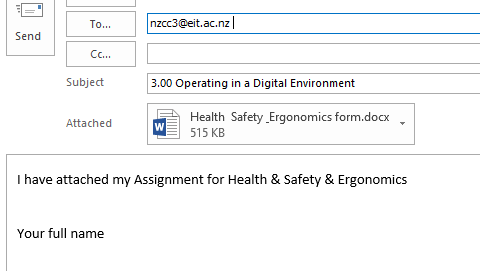
**When you do some work at home**, you should use the Guidelines as a guide to help you stay comfortable and productive when using a computer.

|  |  |
| --- | --- |
| Describe one thing you could do at home to lessen the chance of you developing a long term health issue. | Click here to enter text. |

Check that you have keyed your name on the front page. Save the document. Close the document.

#### Email in to nzcc3@eit.ac.nz

* **Health & Safety & Ergonomics form.docx** must be emailed in to [nzcc3@eit.ac.nz](mailto:nzcc3@eit.ac.nz) for marking.   
  Subject line 3.00 Operating in a Digital Environment. Message to be as show below including your full name.



* Any feedback will be emailed to you from [nzcc3@eit.ac.nz](mailto:nzcc3@eit.ac.nz)
* Your Assessment Decision will also be emailed to you from [nzcc3@eit.ac.nz](mailto:nzcc3@eit.ac.nz)