

OFFICE INJURY PREVENTION
REVIEW QUIZ

Name _____ Date _____

The following questions are provided to check how well you understand the information presented during this program.

1. What is the most common cause of injuries to office workers?
 - a. lifting heavy objects
 - b. falls
 - c. improper use of office machinery

2. The only time you should run in an office environment is when there is an emergency.
 - a. true
 - b. false

3. The all-time leading cause of chair tip-overs is _____.
 - a. loose parts on a chair
 - b. using a chair as a stepstool
 - c. leaning back in a chair

4. Most back injuries are due to the wear and tear caused by a lifetime of improper lifting.
 - a. true
 - b. false

5. When typing, your wrists should be _____.
 - a. tilted down
 - b. tilted back
 - c. flat

6. If you have been sick and had a fever, you should not return to work until you have had no fever for _____ hours.
 - a. 6
 - b. 12
 - c. 24

7. Filing cabinets should be loaded from the _____ to prevent them from tipping over.
 - a. bottom up
 - b. top down

8. You should never use an elevator in the event of a fire.
 - a. true
 - b. false

ANSWERS TO THE REVIEW QUESTIONS

1. b

2. b

3. c

4. a

5. c

6. c

7. a

8. a