**1. What type of things could cause safety issues in the office?**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the discipline of matching the task to the worker using the most appropriate equipment to optimize human well being and over all performance.**

**3. Give two things you need to pay attention to when picking a chair or desk?**

**4. The screen should be \_\_\_\_\_\_\_ inches away from the users eyes.**

**5. THE \_\_\_\_\_\_\_\_\_\_\_\_ SHOULD BE DIRECTLY IN FRONT OF THE USER.**

**6. Explain the PASS System.**

**7. Name one hazard of having loose lying cables.**

**8. Which should be stored on the top of any storage area? Light or Heavy?**

**9. What is the #1 cause of office employee injuries?**

**10. What is one thing that causes people to trip in fall in an office?**

**10. Name one thing you should not do with office machines.**

**11. What is OHASA? What do they do?**