

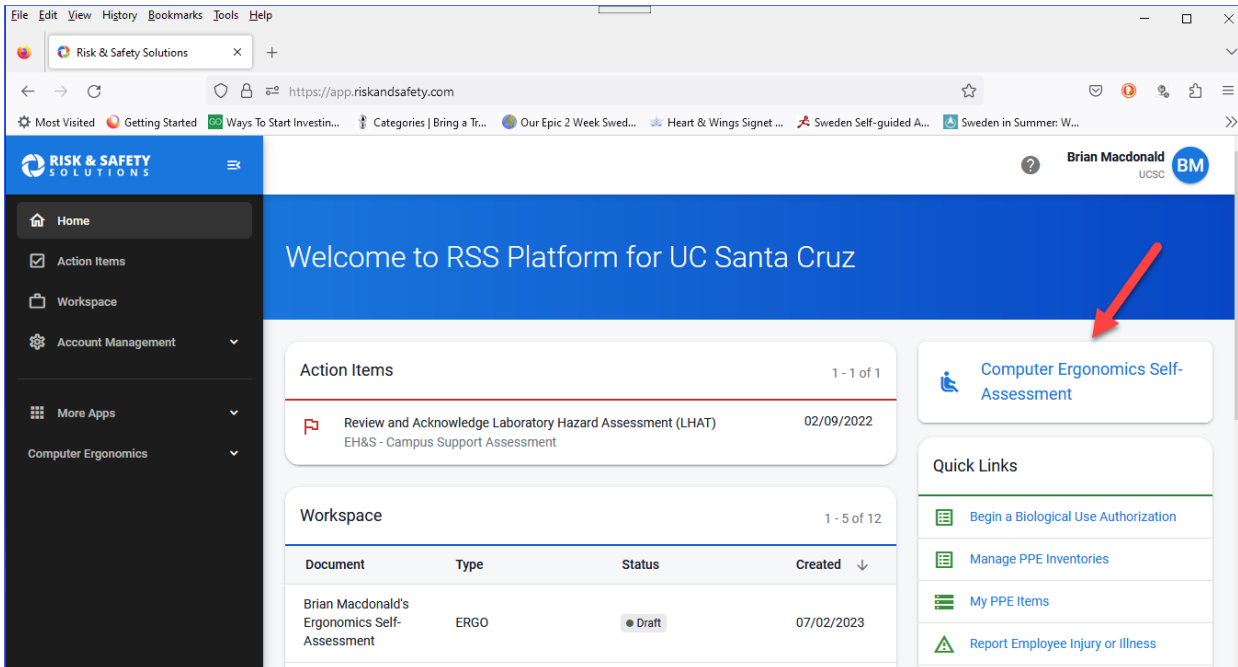
## How to Access the New RSS Computer Ergonomics Training and Self Assessment

Risk and Safety Solutions (RSS) is the host for all online UC Ergonomics training and self assessment

Go to: Risk and Safety Solutions at <https://riskandsafety.com>

Sign in with by your UC location using the button on upper right corner of the Main page at Risk and Safety Solutions. This will take you to your personal homepage for your employee training account with RSS (See screenshot below).

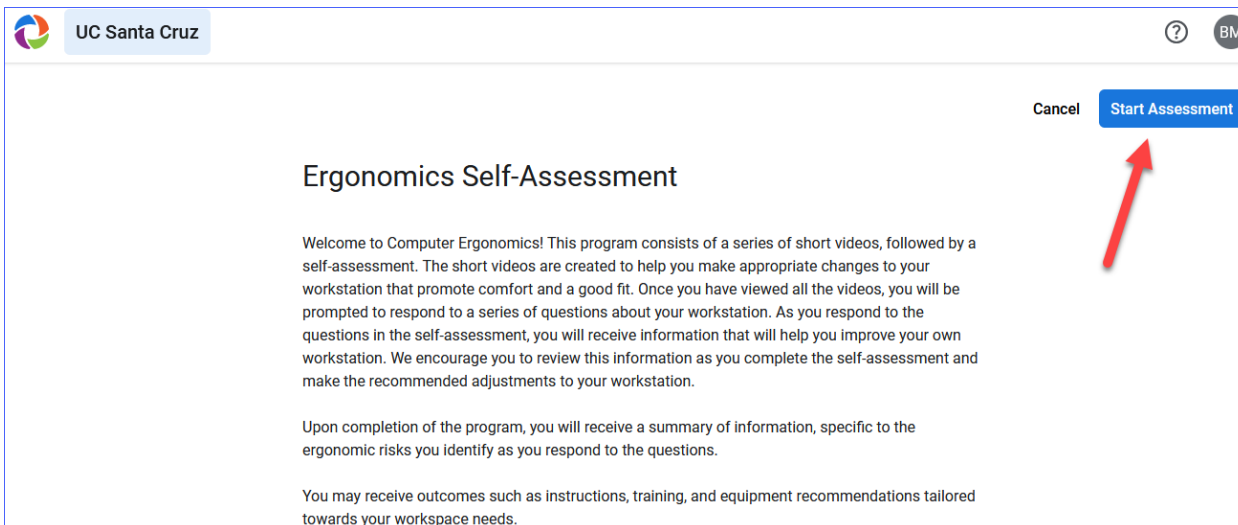
To begin, select Computer Ergonomics Self Assessment on the right side of this page



The screenshot shows the RSS platform interface. The top navigation bar includes the 'RISK & SAFETY SOLUTIONS' logo and the user's name 'Brian Macdonald UCSC'. The main content area is divided into several sections: 'Action Items' (1 - 1 of 1) with a task 'Review and Acknowledge Laboratory Hazard Assessment (LHAT)'; 'Workspace' (1 - 5 of 12) with a table listing documents; and 'Quick Links' with options like 'Begin a Biological Use Authorization' and 'Report Employee Injury or Illness'. A red arrow points to the 'Computer Ergonomics Self-Assessment' button in the right-hand panel.

Document	Type	Status	Created
Brian Macdonald's Ergonomics Self-Assessment	ERGO	Draft	07/02/2023

Review the information that appears (Screenshot below) and then select "Start Assessment" on upper right side of page.



The screenshot shows the 'Ergonomics Self-Assessment' page. The page title is 'Ergonomics Self-Assessment'. The main content area contains the following text:

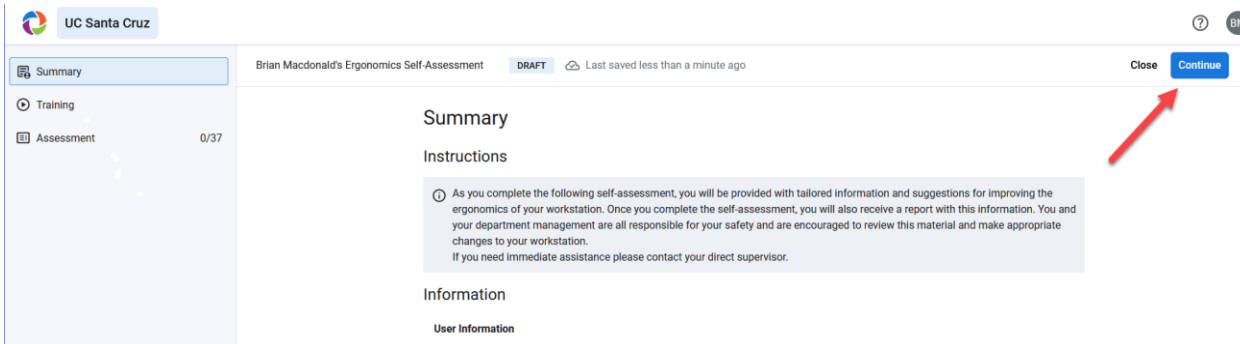
Welcome to Computer Ergonomics! This program consists of a series of short videos, followed by a self-assessment. The short videos are created to help you make appropriate changes to your workstation that promote comfort and a good fit. Once you have viewed all the videos, you will be prompted to respond to a series of questions about your workstation. As you respond to the questions in the self-assessment, you will receive information that will help you improve your own workstation. We encourage you to review this information as you complete the self-assessment and make the recommended adjustments to your workstation.

Upon completion of the program, you will receive a summary of information, specific to the ergonomic risks you identify as you respond to the questions.

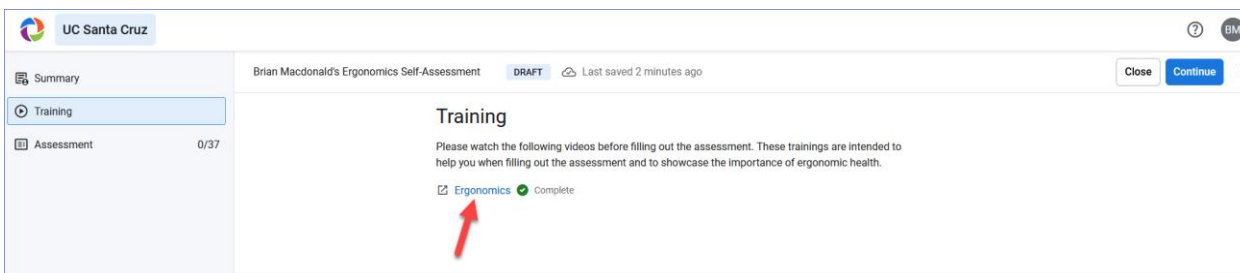
You may receive outcomes such as instructions, training, and equipment recommendations tailored towards your workspace needs.

In the top right corner, there are two buttons: 'Cancel' and 'Start Assessment'. A red arrow points to the 'Start Assessment' button.

Review the information on the page that opens next. (Screenshot below). Then select “Continue” on the right.



Select “Ergonomics” for the training type.

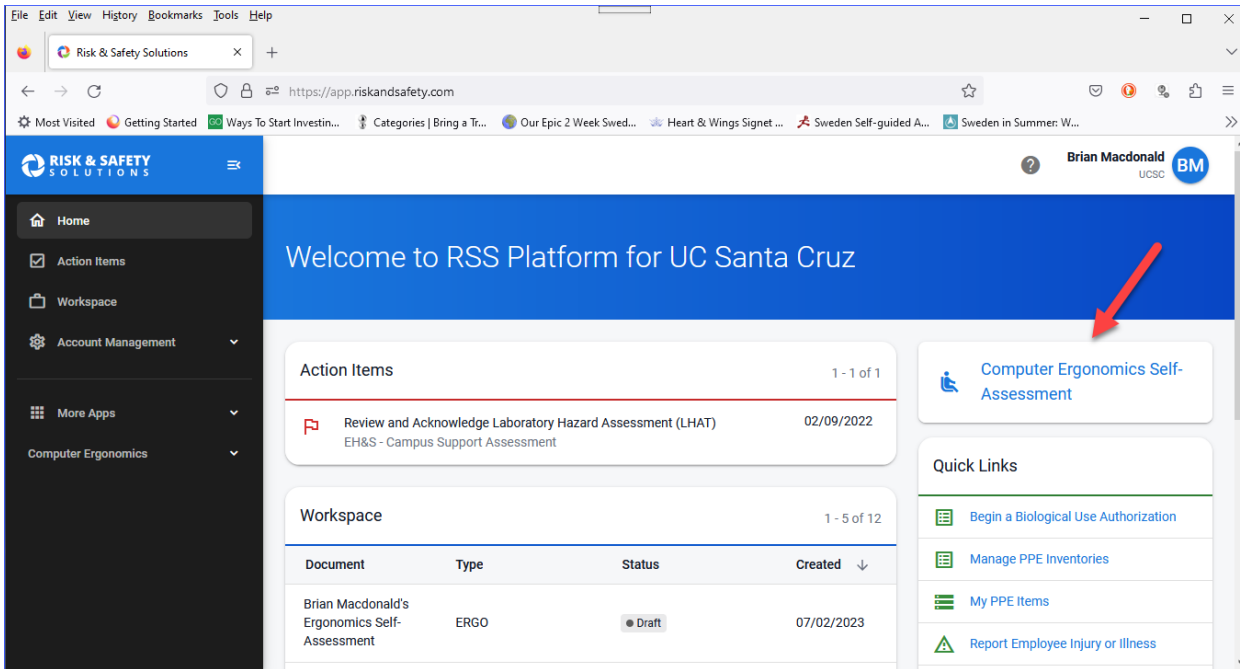


This will go directly to the video player for the course (Screenshot below)

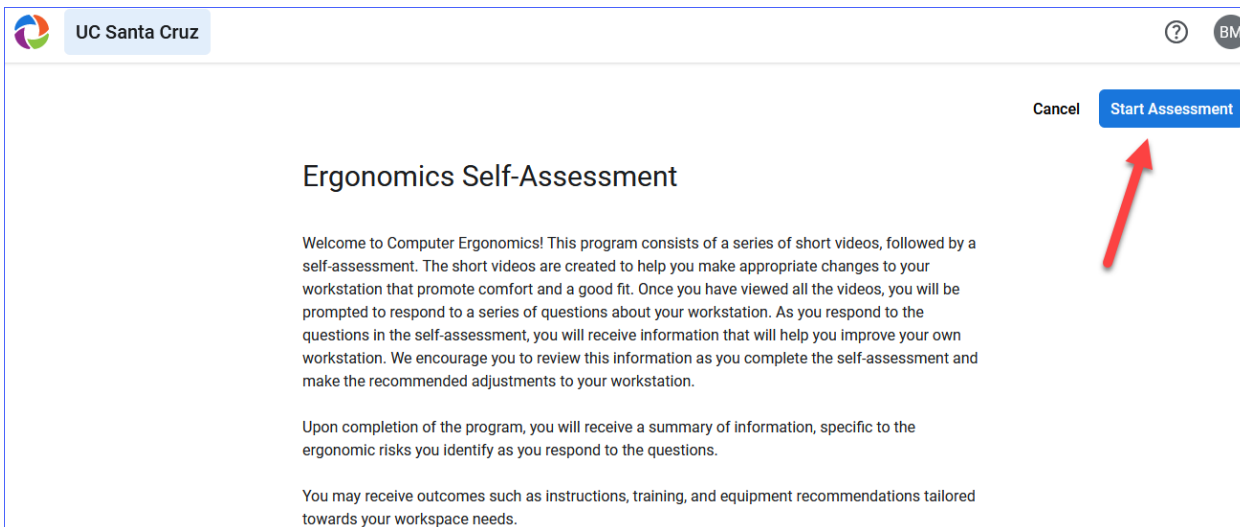


Follow any instructions at the beginning of the audio and complete all parts of Section 1 of the course. Also review any part of section 2 that pertains to your specific computer workstation. You will need to answer all the questions that are presented along the way in order to complete the course. Once completed you can close the video player and this window by selecting “Finish” at the end or simply selecting “Exit” in upper right corner of player. Or simply close the browser window directly.

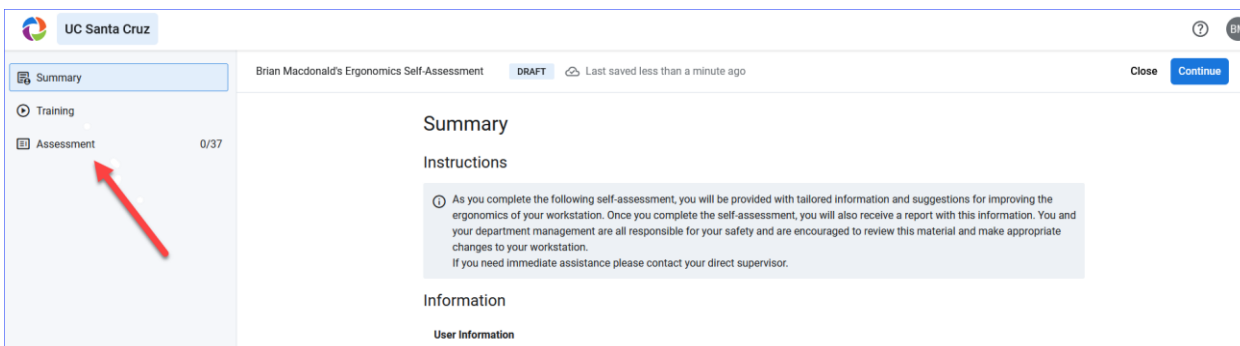
Now that the video training is complete you return to the open window/browser tab that displays your Personal RSS account homepage (Screenshot below) and select again “Computer Ergonomics Self Assessment” on the right side of the page.



Then select “Start Assessment”



Select “Assessment” from the left navigation bar.



This will open the self assessment form. Complete all questions and enter "Submit" when completed.

UC Santa Cruz

Brian Macdonald's Ergonomics Self-Assessment DRAFT

Close Submit

### Assessment

\* indicates that a response is required.

#### Employee Profile

**Height \***  
Please indicate your height.

# feet  # inches

**Work Location \***  
Where do you routinely perform your computer work duties for the University of California? Note: total should equal 100% and each box should have a number even if it is zero.

# % Onsite at a UC location

# % Home/Remote

0% Complete

Once you are finished with the training and self assessment these items will appear in your Dashboard as completed. You can select your self assessment to review it at any time. It can be printed or saved as a PDF by using your browser save and print features if needed.