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## 1. ABOUT THE MANUAL

- How to use the manual





## HOW TO USE THE MANUAL

The Ergo/IBV manual consists of several chapters and annexes.

**About the manual** is the chapter you are reading, which shows you the structure and contents of this manual.

**Installation and license** is an introduction to the characteristics of the Ergo/IBV software, which describes the system requirements and specifies how to install it and update it. The license configurations are also detailed.

**Operation of the application** describes the options available in the main window of the application and specifies how they work.

The following chapters describe the correct use of the **modules** implemented by Ergo/IBV to assess work-related ergonomic and psychosocial risks:

- **Manual Material Handling – Single and Multiple**
- **Manual Material Handling – Variable** \*<sup>1</sup>
- **Manual Material Handling – Sequential** \*<sup>1</sup>
- **Manual Material Handling – Injured**<sup>1</sup>
- **Repetitive tasks**
- **EN 1005-5 [OCRA]** \*
- **Postures [OWAS]**
- **Postures [REBA]**
- **EN 1005-3 [FORCES]**
- **Office**
- **ErgoMater**

(\*) optional modules

(<sup>1</sup>) modules in spanish

**Anthropometric design of workstations** describes the use of a module for the design of workstations and allows you to obtain dimensions from anthropometric measurements and then apply them to the design of workstations associated with non-mobile machinery.

Finally, the following **annexes** are included:

- **Bibliography** details the bibliographic references related to the different modules of risk assessment.

- **Technical support and suggestions** describes how to find useful information to solve technical difficulties or problems that you may encounter when using your Ergo/IBV application as well as how to contact technical support or send feedback on the application.
- **Task data sheet** includes the forms used to collect the task information required to apply the risk assessment modules. They may be useful if you do not have a computer when analyzing the task at the workstation.
- **Data protection** describes how Ergo/IBV allows you to comply with Organic Law 15/1999 on Personal Data Protection (LOPD).