

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 ***
- **Manual Material Handling – Sequential ***
- **Manual Material Handling – Injured**
- **Manual Patient Handling [MAPO] ***
- **Repetitive tasks**
- **EN 1005-5 [OCRA] ***
- **Postures [OWAS]**
- **Postures [REBA]**
- **EN 1005-3 [FORCES]**
- **Office**
- **ErgoMater**

(*) optional modules

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).