

LAMPIRAN

1. Foto di dinas Pendidikan kabupaten Sleman.



2. Foto di dinas dukcapil kabupaten sleman.



3. Foto di dinas kominfo kabupaten




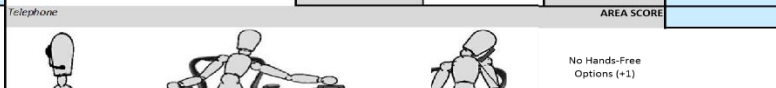


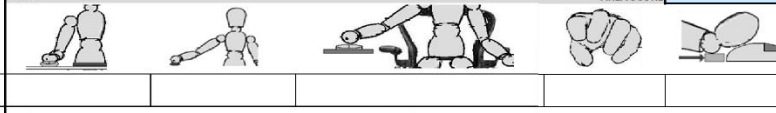


4. Lembar form ROSA

UserName _____
 Date _____
 Assessed By _____

Group _____

THE RAPID OFFICE STRAIN ASSESSMENT
 DEVELOPED BY MICHAEL SONNE, MHK, CK

Section A - Chair					Section B - Monitor and Telephone					
Chair Height  AREA SCORE <input type="text"/>					Monitor  AREA SCORE <input type="text"/>					
Knees at 90° (1)	Too low - Knee Angle <90° (2)	Too High - Knee Angle >90° (2)	No foot contact on ground (3)	Insufficient Space Under Desk - Ability to Cross Legs (+1)	Arm's Length Distance (40-75cm) / Screen at Eye Level (1)	Too Low (below 30°) (2) Too Far (+1)	Too High (Neck Extension) (3)	Neck Twist Greater than 30° (+1)	Glare on Screen (+1)	Documents - No Holder (+1)
Pan Depth  AREA SCORE <input type="text"/>					Telephone  AREA SCORE <input type="text"/>					
Approximately 3 inches of space between knee and edge of seat (1)					Headset / One Hand on Phone & Neutral Neck Posture (1)					
Armrests  AREA SCORE <input type="text"/>					Too Far of Reach (outside of 30cm) (2)					
Too Long - Less Than 3" of space (2)					Neck and Shoulder Hold (+2)					
Too Short - More than 3" of Space (2)					DURATION <input type="text"/>					
Back Support  AREA SCORE <input type="text"/>					Section C - Mouse and Keyboard Mouse  AREA SCORE <input type="text"/>					
Elbows supported in line with shoulder, shoulders relaxed (1)					Mouse in Line with Shoulder (1)					
Too High (Shoulders Shrugged) / Low (Arms Unsupported) (2)					Reaching to Mouse (2)					
Hard/damaged surface (+1)					Mouse/Keyboard on Different Surfaces (+2)					
Too Wide (+1)					Pinch Grip on Mouse (+1)					
Back Rest Non-Adjustable (+1)					Palm rest in Front of Mouse (+1)					
Adequate Lumbar Support - Chair reclined between 95°-110° (1)					DURATION <input type="text"/>					
No Lumbar Support OR Lumbar Support not Positioned in Small of Back (2)					KEYBOARD SCORE <input type="text"/>					
Angled Too Far Back (Greater than 110°) OR Angled Too far forward (Less than 95°) (2)					ROSA SCORE <input type="text"/>					
No Back Support (ie Stool, OR Worker Leaning forward) (2)					DURATION INSTRUCTIONS					
Work Surface too High (Shoulders Shrugged) (+1)					Peripherals and Monitor Score <input type="text"/>					
DURATION <input type="text"/>					CHAIR SCORE <input type="text"/>					
CHAIR SCORE <input type="text"/>					ROSA FINAL SCORE <input type="text"/>					
CHAIR SCORE <input type="text"/>					DURATION INSTRUCTIONS					
CHAIR SCORE <input type="text"/>					If less than 30 minutes continuously, or less than 1 hour per day, mark as -1. If between 30 minutes and 1 hour continuously, or between 1 and 4 hours per day, mark as 0. If greater than 1 hour continuously, or more than 4 hours per day, mark as +1.					

RAPID OFFICE STRAIN ASSESSMENT

EMPLOYEE NAME: _____
 DATE: _____
 ASSESSED BY: _____

ROSA SCORING INSTRUCTIONS

1. Add Seat Pan and Seat Depth scores together to receive Section A vertical Axis Score. Add Arm Rest and Back Rest scores together to receive the vertical axis score. Using these scores, follow the scoring chart to receive the Chair Score. Add the appropriate duration score based on the amount of time the worker spends in the chair per day.
2. Add the score for the Monitor with the appropriate duration score to receive the value for the horizontal axis in Section B. Add the telephone score together plus the appropriate duration score to receive the vertical axis for Section B. Using these scores, follow the scoring chart to receive the Section B score.
3. Add the score for the keyboard to the appropriate duration score to receive the value for the horizontal axis in Section C. Add the score of the mouse to the appropriate duration score to receive the vertical axis for Section C. Using these scores, follow the scoring chart to receive the Section C score.
4. Use the score from step 2 to receive the score for the vertical axis in the peripheral and monitor section. Use the score from step 3 to receive the score for the horizontal axis in the peripheral and monitor section.
5. Use the score from Step 1 (Section A) to receive the value for the vertical axis in the grand score chart. Use the score from step 4 to receive the score for the horizontal axis in the grand score chart. Using these two scores, find the corresponding Grand ROSA score.

		SECTION A SCORE							
		Arm Rest and Back Support							
		2	3	4	5	6	7	8	9
seat pan height /depth	2	2	2	3	4	5	6	7	8
	3	2	2	3	4	5	6	7	8
	4	3	3	3	4	5	6	7	8
	5	4	4	4	4	5	6	7	8
	6	5	5	5	5	6	7	8	9
	7	6	6	6	7	7	8	8	9
	8	7	7	7	8	8	9	9	9

		SECTION B SCORE							
		Monitor							
		0	1	2	3	4	5	6	7
Phone	0	1	1	1	2	3	4	5	6
	1	1	1	2	2	3	4	5	6
	2	1	2	2	3	3	4	6	7
	3	2	2	3	3	4	5	6	8
	4	3	3	4	4	5	6	7	8
	5	4	4	5	5	6	7	8	9
	6	5	5	6	7	8	8	9	9

		SECTION C SCORE							
		Keyboard							
		0	1	2	3	4	5	6	7
Mouse	0	1	1	1	2	3	4	5	6
	1	1	1	2	3	4	5	6	7
	2	1	2	2	3	4	5	6	7
	3	2	3	3	3	5	6	7	8
	4	3	4	4	5	5	6	7	8
	5	4	5	5	6	6	7	8	9
	6	5	6	6	7	7	8	8	9
	7	6	7	7	8	8	9	9	9

		Peripherals and Monitor									
		1	2	3	4	5	6	7	8	9	10
Chair	1	1	2	3	4	5	6	7	8	9	10
	2	2	2	3	4	5	6	7	8	9	10
	3	3	3	3	4	5	6	7	8	9	10
	4	4	4	4	4	5	6	7	8	9	10
	5	5	5	5	5	5	6	7	8	9	10
	6	6	6	6	6	6	6	7	8	9	10
	7	7	7	7	7	7	7	7	8	9	10
	8	8	8	8	8	8	8	8	8	9	10
	9	9	9	9	9	9	9	9	9	9	10
	10	10	10	10	10	10	10	10	10	10	10

		MONITOR AND PERIPHERALS SCORE								
		Mouse and Keyboard								
		1	2	3	4	5	6	7	8	9
Monitor and Telephone	1	1	2	3	4	5	6	7	8	9
	2	2	2	3	4	5	6	7	8	9
	3	3	3	3	4	5	6	7	8	9
	4	4	4	4	4	5	6	7	8	9
	5	5	5	5	5	5	6	7	8	9
	6	6	6	6	6	6	6	7	8	9
	7	7	7	7	7	7	7	7	8	9
	8	8	8	8	8	8	8	8	8	9
	9	9	9	9	9	9	9	9	9	9

ROSA FINAL SCORE