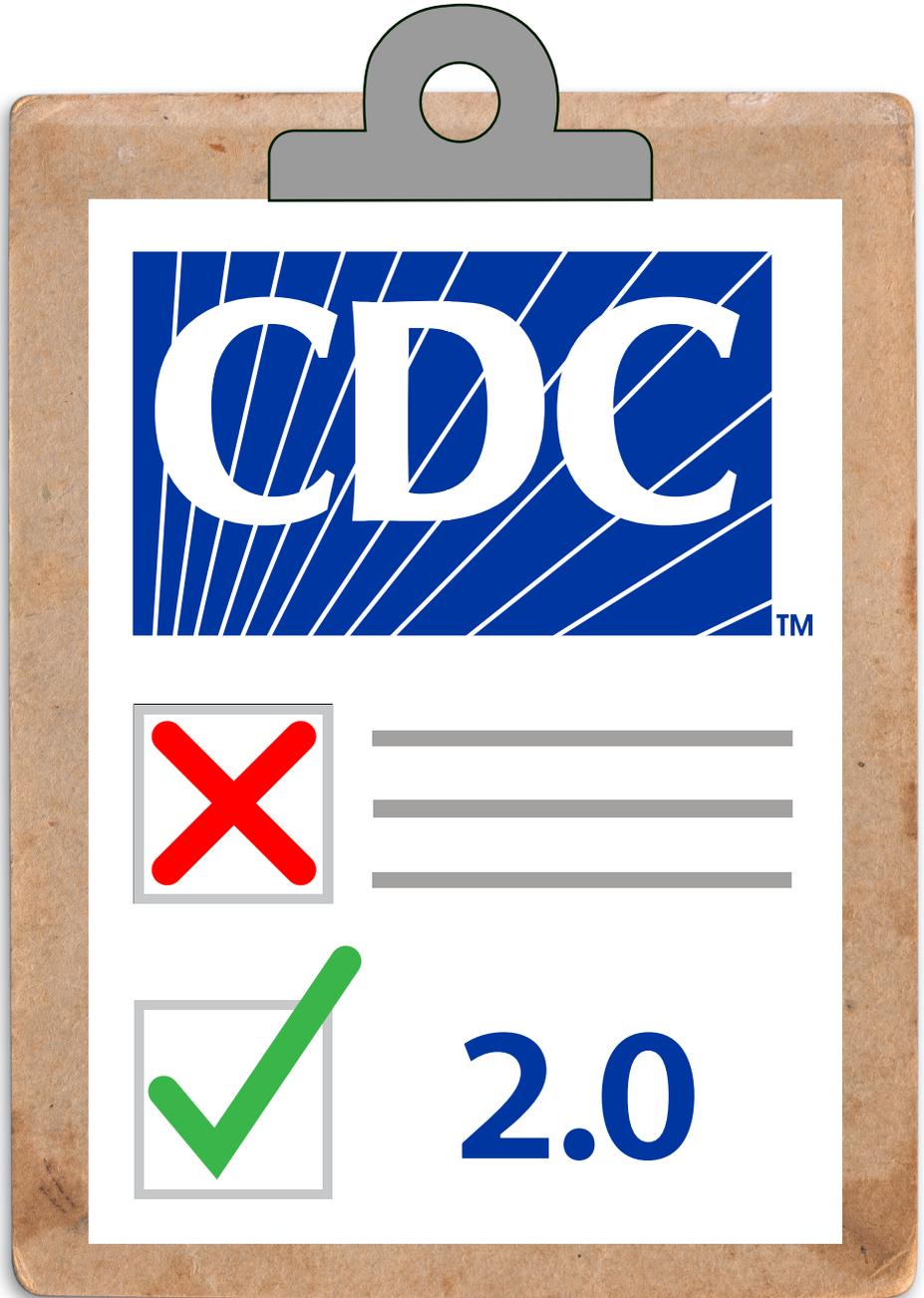


# ErgoMine

2.0

## Help Guide



# **ErgoMine 2.0 Mining Ergonomics Audit for Android and iOS Help Guide**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

National Institute for Occupational Safety and Health

Office of Mine Safety and Health Research

Pittsburgh, PA • Spokane, WA

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# ErgoMine 2.0 Mining Ergonomics Audit for Android and iOS Help Guide

## Introduction

Welcome to the ErgoMine 2.0 Mining Ergonomics Audit App for Android and iOS. This help guide will provide you with an overview of the app's features and functions. ErgoMine 2.0 (hereafter referred to as ErgoMine) provides three mining-related audits that you can use to improve the health and safety of workers and the working environment, including a Haul Truck audit, Bagging audit, and Maintenance and Repair audit.

In addition, ErgoMine provides Forms that allow the user to assess symptoms of musculoskeletal disorders, evaluate tools and tasks based on known risk factors for musculoskeletal disorders, and document improvements made at mines. The app provides five forms, including a Hand Tool Checklist, Nordic Musculoskeletal Symptoms Questionnaire, Risk Factor Reporting, Manual Task Assessment, and Ergonomic Task Improvement.

The ErgoMine app also provides Checklists that allow the user to audit walkways, stairways, and fixed ladders for slip, trip, and fall hazards. The app includes three checklists, including a Fixed Ladder Checklist, Stairway Checklist, and Walkway Checklist.

The app is capable of collecting, storing, and exporting audit and checklist recommendations, and will function in both portrait and landscape mode on all Android devices using *Android 5.0 Lollipop* and higher and on all iOS devices using *iOS Version 9.0* and higher. The app supports all screen sizes; however, we recommend that you use the app on a 7-inch screen or larger tablet. For the best performance of ErgoMine, it is recommended that a PDF viewing application be installed on your device. This will optimize viewing of the additional PDF resources linked to ErgoMine. There are several free PDF viewer applications available for download from the Google Play store and the Apple App Store.

## Navigating the ErgoMine App

On the Main page, an information (i) icon appears in the bottom right corner of the page. Selecting this icon opens a menu (Figure 1) that allows you to access the following:



- About ErgoMine
- Privacy and Software Disclaimer
- More NIOSH Mining Resources
- Report Bug or Issue



**Figure 1: The Information page.**

A standard **Back** button on your device takes you to the previous page throughout the entire app. You can also use this button to exit an audit:

For an Android device, the Back button appears as: 

For an iOS device, the Back button appears as: 

## The Main Page

When the ErgoMine app is opened, the Main page will be displayed (Figure 2), showing the four functions available in ErgoMine:

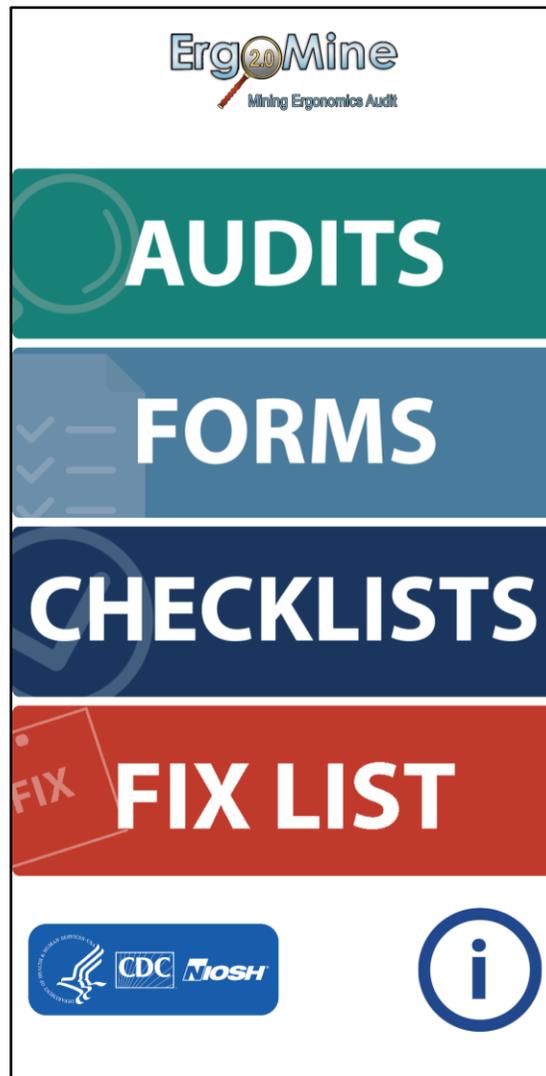


Figure 2: The ErgoMine main page.

## AUDITS Function

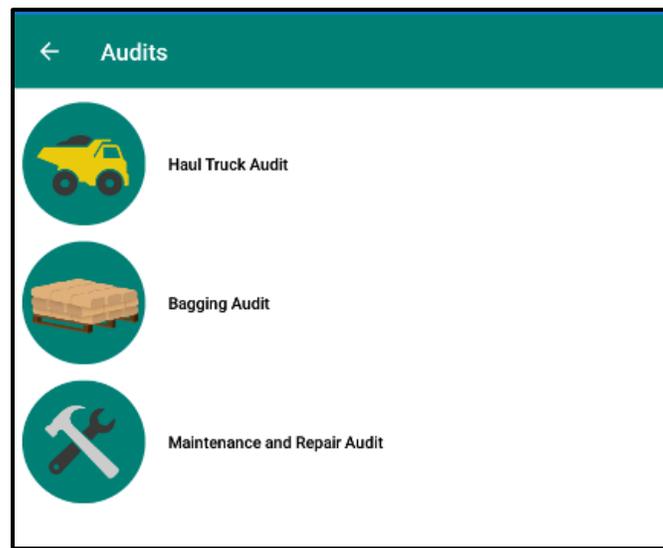
The Audits function allows you to conduct a new audit or make changes to an existing audit for one of three audit types.

- Haul Trucks
- Bagging
- Maintenance and Repair

### Conducting an Audit

#### **Step 1:** Select the AUDITS function

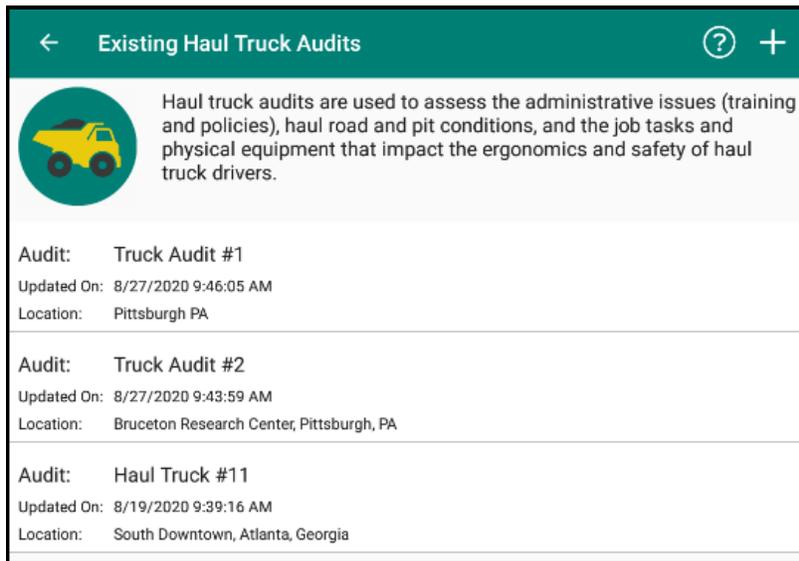
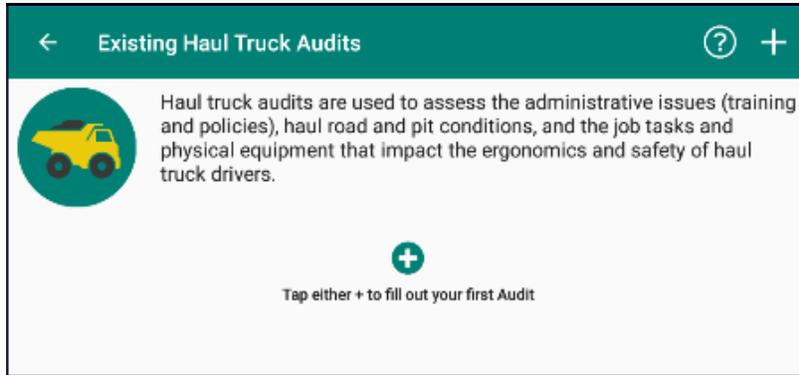
1. From the Main page, select the AUDITS function to open the Audits page (Figure 3).



**Figure 3. Example of the ErgoMine Audits page on an Android device showing the three types of audits available.**

#### **Step 2:** Select an audit type

1. On the Audits page, select an audit type from the listed options: Haul Truck audit, Bagging audit, or Maintenance and Repair audit.
2. When you select an audit type, the related Existing Audits page opens (Figure 4), displaying a description of the audit type and showing any existing audits for the audit type you selected.



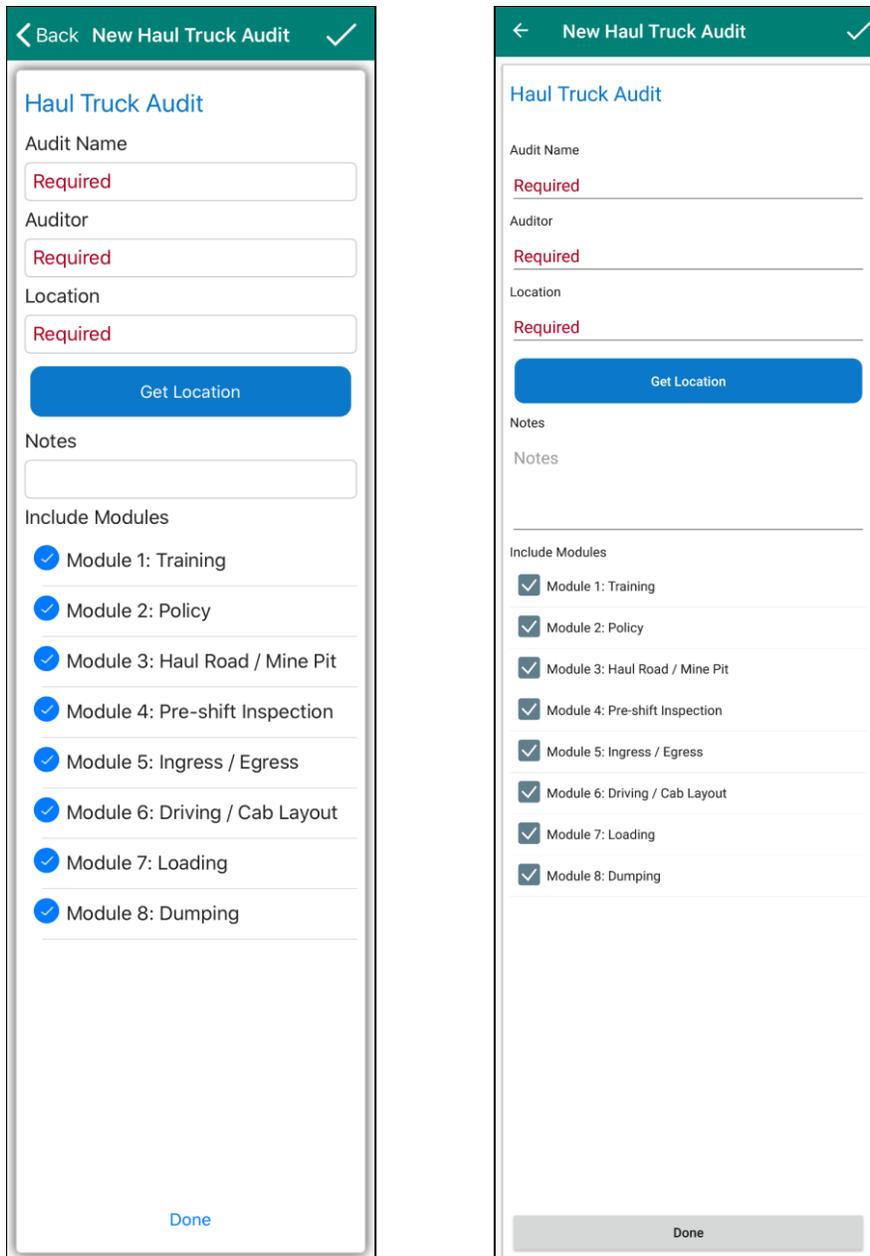
**Figure 4. An Existing Audits page showing a description of the selected audit type, Haul Truck audit in this example, (top) with no existing audits and (bottom) showing three existing Haul Truck audits.**

**Step 3: Create a new audit or open an existing audit**

*To create a new audit:*

1. On the Existing Audits page (Figure 4) for the selected audit type, select either + button on the top right corner of the page or in the center of the page to open the New Audit (Profile) page for the audit type (Figure 5). Completing the New Audit (Profile) page is required to begin an audit, but the page can be edited at any time.





**Figure 5. Examples of the New Audit (Profile) page for a Haul Truck audit (left) on an iOS device and (right) on an Android device.**

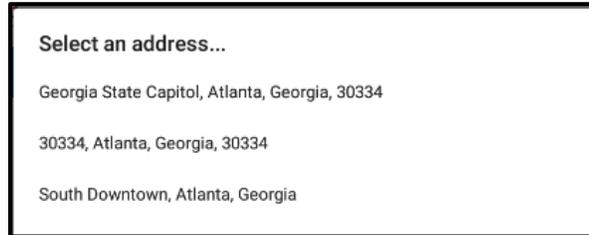
2. Enter information on the New Audit (Profile) page in the Required fields, including Audit Name, Auditor, and Location.

*Using the location feature*

In the Location field, you can manually enter location information or you can select the **Get Location** button to tell the app to determine your location and perform an address lookup with the Google Play or Apple Maps service. This feature uses the Google Maps or Apple Maps service and requires you to enable the Location (GPS) service on your device and connect to a WiFi or mobile network. You can enable these settings by leaving the app and entering your Android or



iOS device's settings. When you select the **Get Location** button, the "Select an address..." window displays any existing address locations that you can select as the location, such as in the following example (Figure 6).



**Figure 6: An example of the Select an address window.**

3. Enter information in the Notes field if necessary.
4. In the Include Modules section, modify the module selections if needed.

*Selecting audit modules*

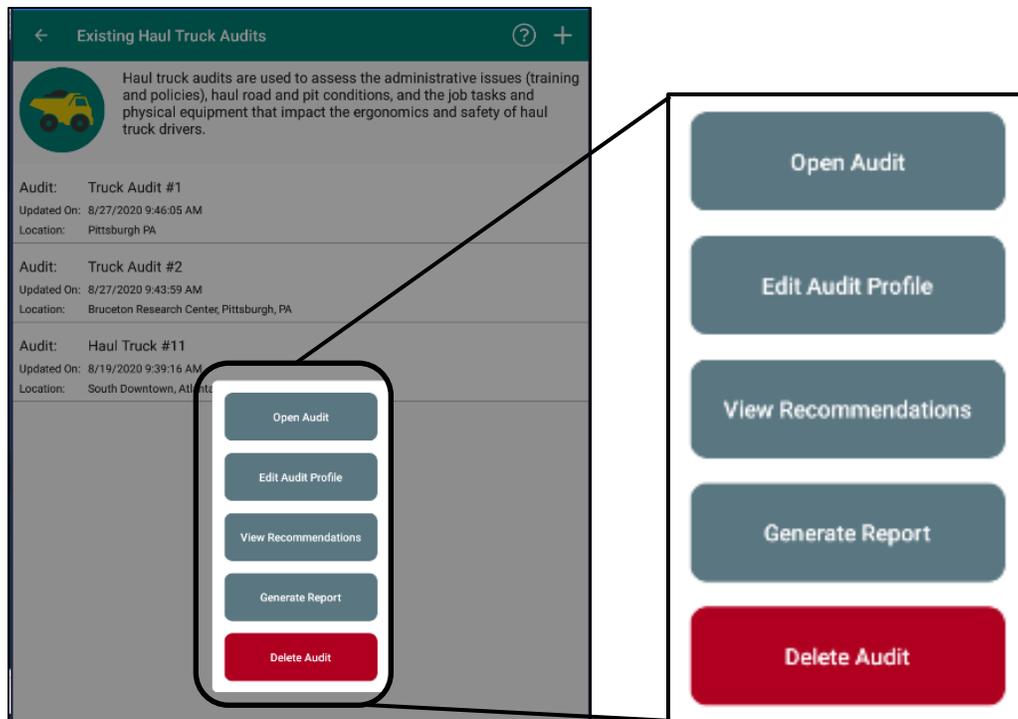
By default, all modules will be selected. Remove the ones you do not want to use by unchecking the box next to the module. You can return to the New Audit (Profile) page at any time during the audit to make changes.

5. Select the **Done** button at the bottom of the page to begin the audit.

Done

*To open an existing audit:*

1. On the Existing Audits page (Figure 4), select the audit you want to open from the list of existing audits for the selected audit type. When you select an existing audit from the list, an Audit actions menu opens with actions you can perform in the audit (Figure 7).



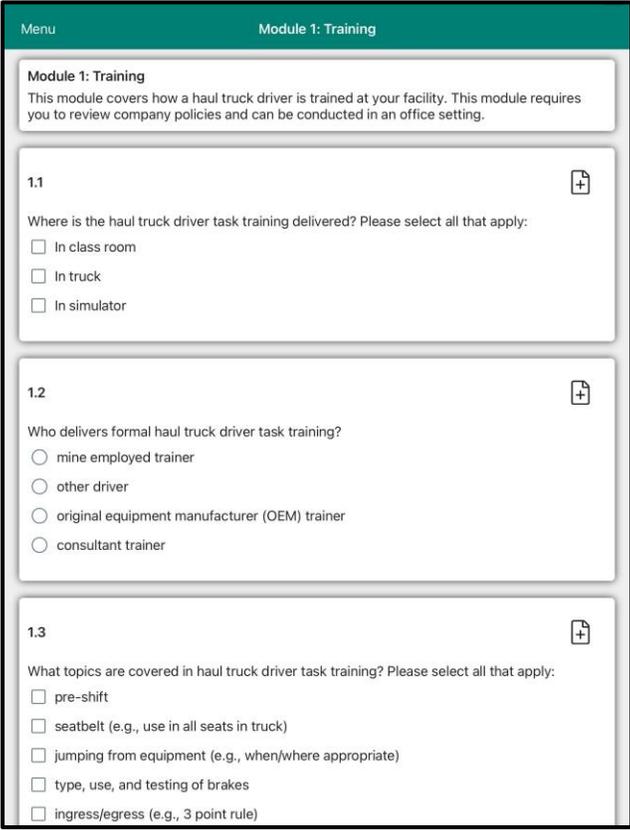
**Figure 7. The Audit actions menu that displays when an existing audit is selected on the Existing Audits page.**

The Audit actions menu contains the following actions:

- **Open Audit.** Select this button to open an existing audit at your last saved question.
  - **Edit Audit Profile.** Select this button to make changes on the Existing Audit (Profile) page.
  - **View Recommendations.** Select this button to view all recommendations based on the answers you have provided in the audit.
  - **Generate Report.** Select this button to generate an ErgoMine report of recommendations. You can export a recommendation report generated by ErgoMine as an HTML file and email it to multiple recipients.
  - **Delete Audit.** Select this button to delete the existing audit, including all answers in all modules.
2. Select the **Open Audit** button from the Audit actions menu to open the selected existing audit.

**Step 4: Perform an audit**

- 1. After creating a new audit or opening an existing one, the first audit module for the audit will open. See an example in Figure 8.



**Figure 8. Example of an audit module page that displays while performing an audit on an Android device.**

- 2. Scroll through each module of the audit, answering the questions within each module. The module number, name, and description of the module are displayed at the top of the page for the current module. Use the **Previous** and **Next** buttons at the bottom of the page to go to the previous or next module.



The audit automatically saves your answers as you progress through it, so do not worry about losing any information. The responses (and nonresponses) you provide may change the type and quantity of questions that are displayed.

As you answer questions, recommendations based on your answer to an audit question may become available (Figure 9). To view the recommendations for your answers, select the **Recommendations** icon that is displayed below answers for specific questions.



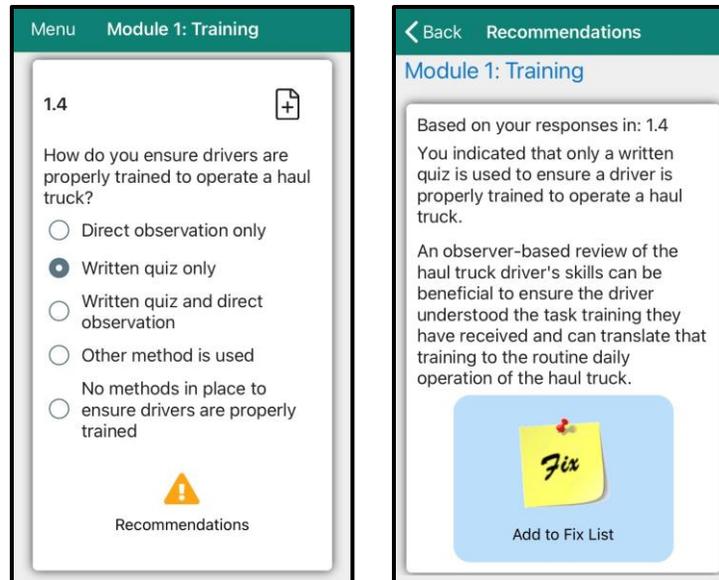
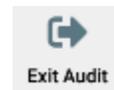


Figure 9. Example of (left) a question answered in a way that recommendations are available and (right) the recommendation for that question on an iOS device.

- When you have completed all the modules of the audit, select the **Exit Audit** icon at the bottom right of the page or select **Exit Audit** from the Audit dropdown menu, which can be opened by selecting the stacked blocks icon or Menu button in the top left corner of the page.



### Step 5: Using the Audit dropdown menu

- Use the Audit dropdown menu to perform other available functions within the audit. While you are conducting an audit, the Audit dropdown menu icon, denoted by “stacked blocks” or the Menu button, appears in the top left corner of the page. Select the icon or button to open the menu (Figure 11) to display the audit-level actions you can perform on an audit, including:



- Exit Audit.** Select this action to close the audit and return to the Audits page. Remember that the audit automatically saves your answers as you progress through it, so there is no need to save it manually. You can also use the Android **Back** button or iOS **Back** button to close an audit.



- Generate Report.** Select this button to generate an ErgoMine report of recommendations. You can export a recommendation report generated by ErgoMine as an HTML file and email it to multiple recipients.
- Reset Audit.** Select this action to clear all answers (to all questions) you provided in the audit and return to the beginning of the audit. A Confirm popup window (Figure 10) prompts you to select “Yes” or “No” to confirm deleting all of your answers in all modules of the audit.



Figure 10. The Confirm popup window.

- **Close Menu.** Select this action to close the Audit dropdown menu (Figure 11).
- **View Module Recommendations.** Select this action to display all the current recommendations for the module you are in. Recommendations are only available for questions that you have answered.
- **View All Recommendations.** Select this action to display all the current recommendations for the entire audit. Recommendations are only available for questions that you have answered.
- **Modules.** Select a module to move to a particular place in the audit.

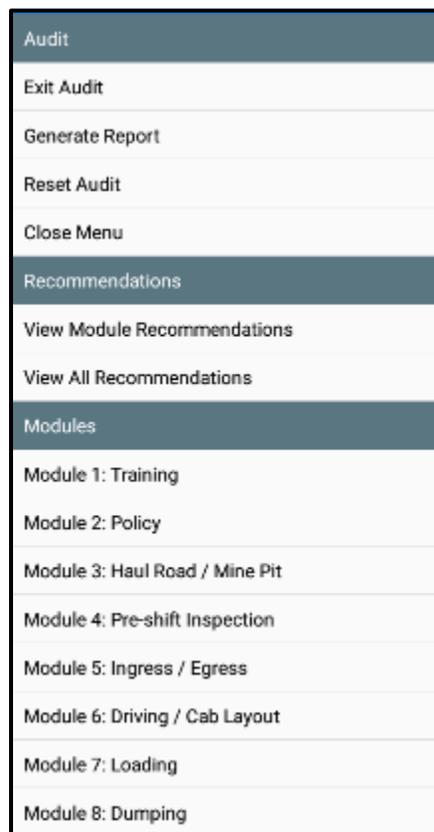
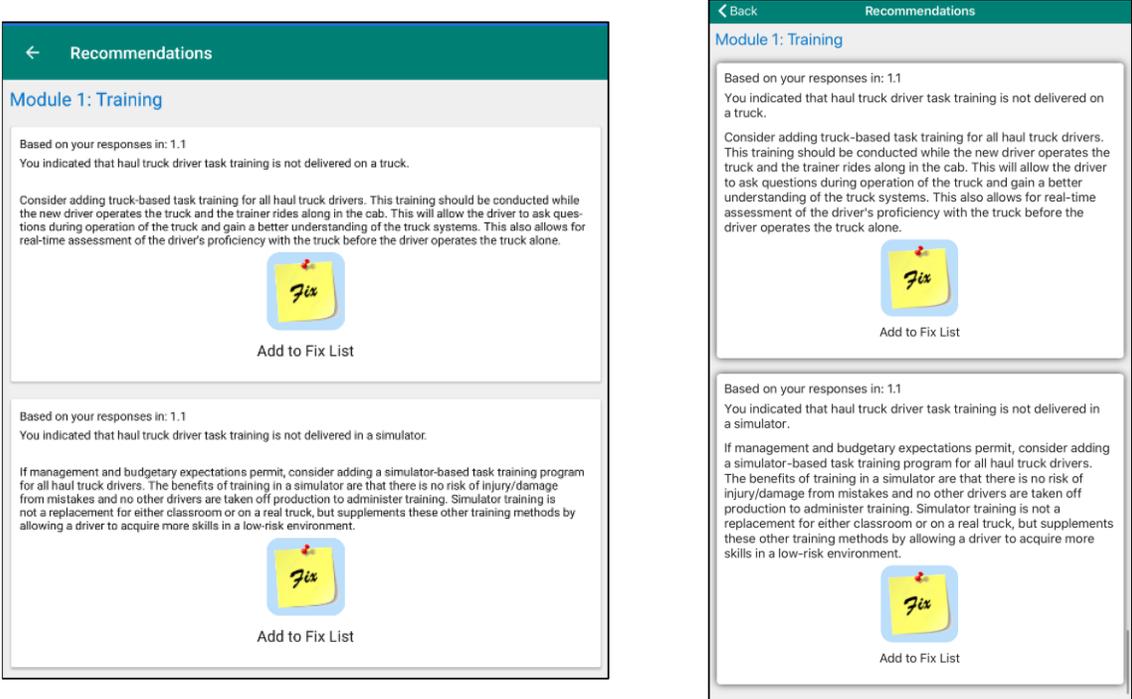


Figure 11. Example of the Audit dropdown menu.

**Step 6: View recommendations for an audit module or the entire audit**

1. Select the **View Module Recommendations** option or the **View All Recommendations** option from the Audit dropdown menu (Figure 11) to display a Recommendations page (Figure 12).



**Figure 12. Examples of the Recommendations page for a specific module showing two recommendations (left) on an Android device and (right) on an iOS device.**

2. When viewing all recommendations for an audit, the recommendations are displayed by module with one module per page. Use the **Previous** or **Next** arrow buttons at the bottom of the page to page through the recommendations for the various modules in the audit.



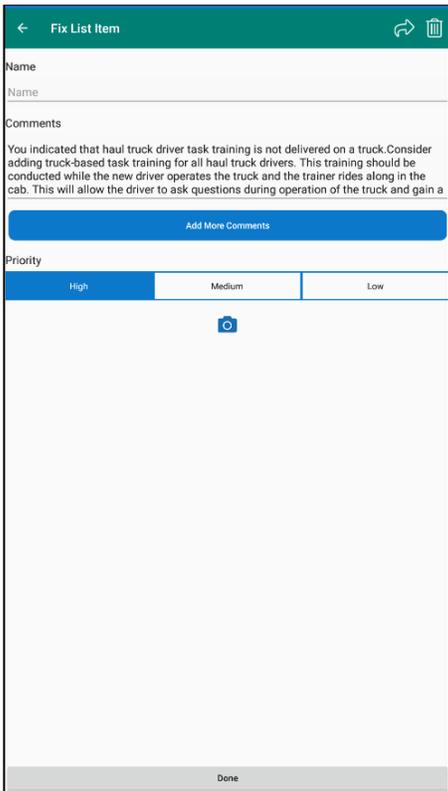
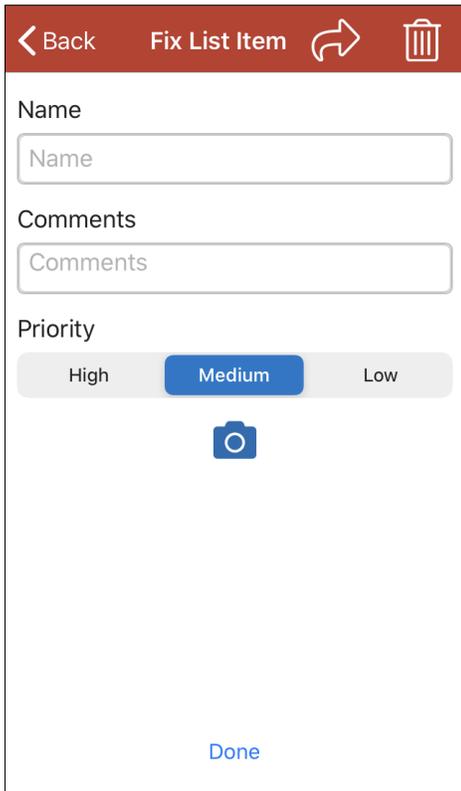
3. Each of the recommendations listed for the module or entire audit provides a yellow **Fix** icon to enable you to add the recommendation to a Fix List. When you select the **Fix** icon, a Fix List Item page opens (Figure 13) where a Name field and a Comments field are provided in which you can add a name and comments for fixing the item for a module question; comments may already appear in the Comments field that describe recommendations for fixing a problem related to a module question.



To add an item to the Fix List, do the following on Fix List Item page:

- In the Name field, enter the name of the item to be fixed.

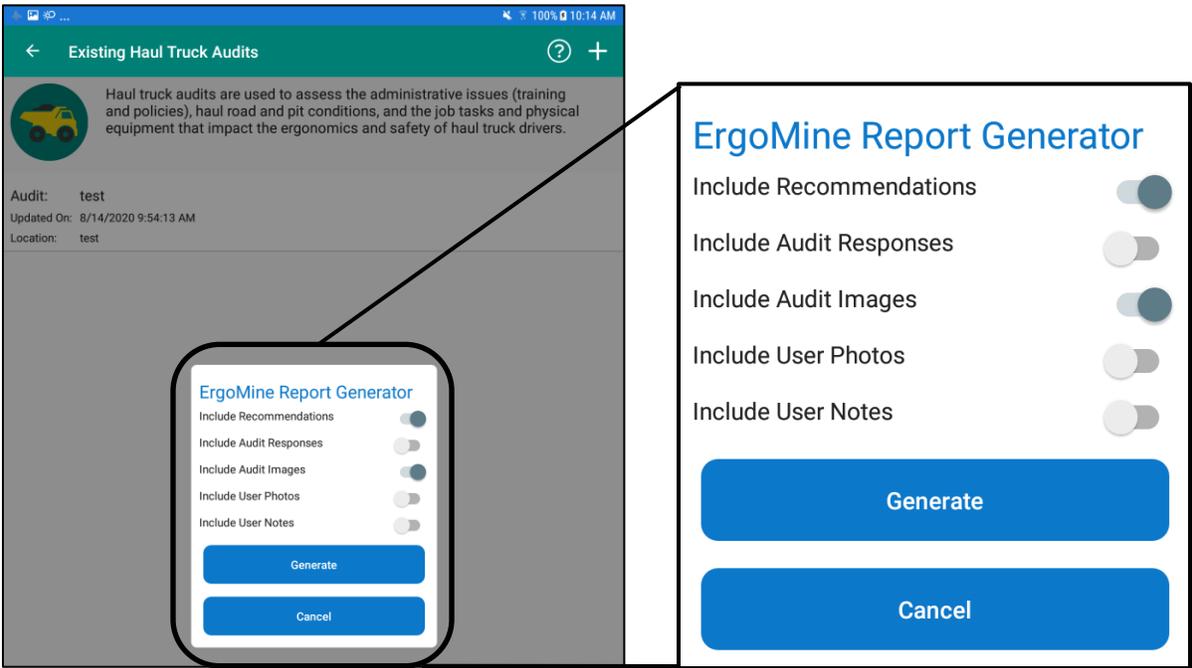
- In the Comments field, add any additional notes or comments relating to the item to be fixed. By default, the Comments field is prefilled with the recommendations for fixing a problem related to an audit module question. If comments are already in the Comments field for the item, you can select the **Add More Comments** button to add additional comments about fixing the problem (for iOS only).
- In the Priority field, select the priority for fixing the problem: High, Medium, or Low.
- To add pictures of the problem to be fixed, select the camera icon; then either pick “Take Photo...” to take a new picture or “Choose from Library...” to select an previously taken picture from your photo library. You may need to allow ErgoMine to take pictures, access your camera, or access photos and media on your device to use this feature.



**Figure 13. Examples of the Fix List Item page on (left) an iOS device and (right) on an Android device with a recommendation in the Comments section.**

**Step 7: Generate a Recommendations Report**

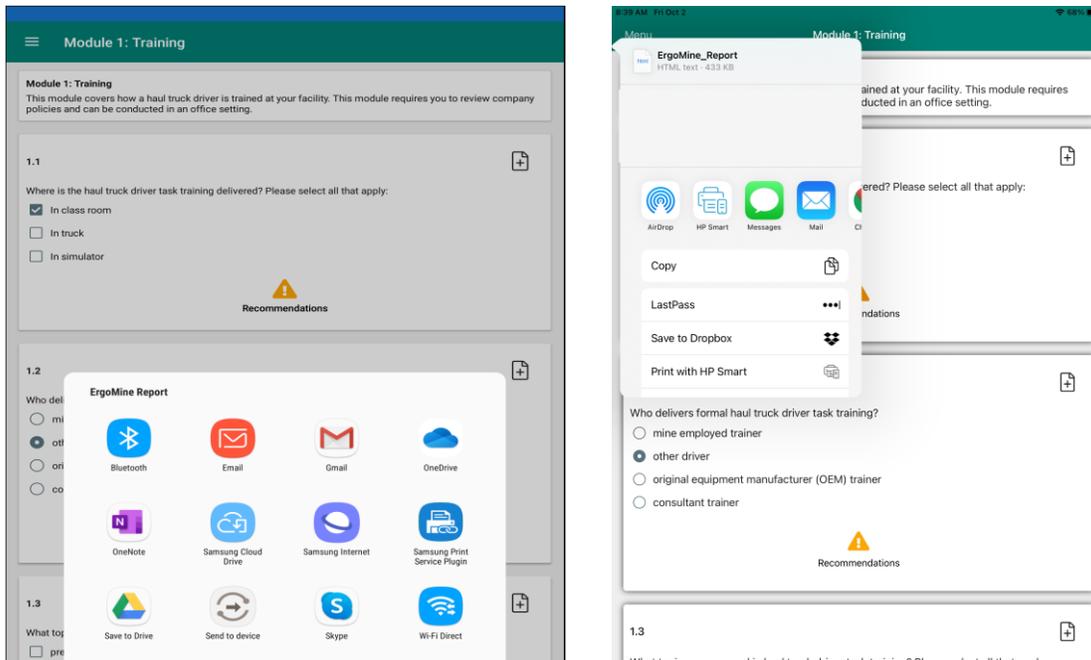
- 1. If desired, a report can be generated by selecting the **Generate Report** button from the Audit actions menu to open the ErgoMine Report Generator menu (Figure 14). On this menu, select any of the items that you want to include on the report by moving the associated button to the active position for: Include Recommendations, Include Audit Responses, Include Audit Images, Include User Photos, and Include User Notes.



**Figure 14. ErgoMine Report Generator menu.**

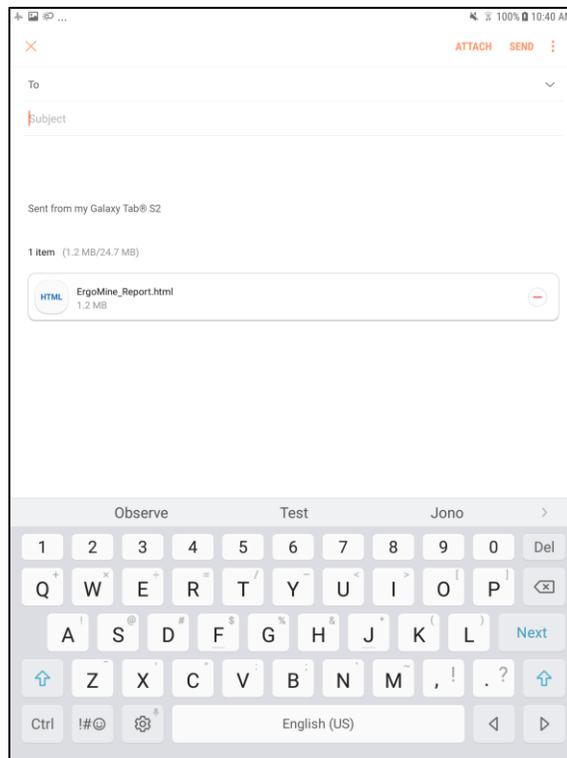
- 2. Select the **Generate** button to generate the recommendations report and it will provide you options to send, save, or share the report (Figure 15). A recommendations report is most often sent by email.
- 3. *Emailing recommendations reports:* You can export the recommendations report generated by ErgoMine as an HTML file and email it to multiple recipients (Figures 11 and 12). In order to send the recommendations report via email, you will have to set up an email account on your Android device or iOS device. To set up an email account, refer to the instructions provided by your preferred email app.

To email a recommendations report, select an available email app on your Android or iOS device. See Figure 15.



**Figure 15. Examples of the ErgoMine Report popup window showing options on (left) an Android device and (right) on an iOS device.**

Navigate to an email client where you can enter recipients and email the HTML report (example in Figure 16).



**Figure 16. Example of an email that can be sent to a recipient of the recommendations report.**

## FORMS Function

The Forms function allows you to create a new form or make changes to an existing form for one of five form types.

- Hand Tool Checklist
- Nordic Musculoskeletal Symptoms Questionnaire
- Risk Factor Reporting
- Manual Task Assessment
- Ergonomic Task Improvement

### Creating and Editing Forms

#### **Step 1:** Select the FORMS function

1. From the Main page, select the FORMS function to open the Forms page (Figure 17).

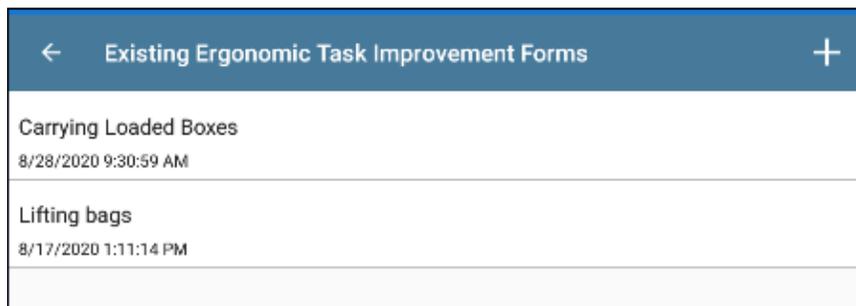
#### **Step 2:** Select the form type

1. On the Forms page, select a form type from the listed form types: Hand Tool Checklist, Nordic Musculoskeletal Symptom Questionnaire, Risk Factor Reporting, Manual Task Assessment, and Ergonomic Task Improvement.



**Figure 17.** An example of the Forms page on an Android device, showing the five available form types.

- When you select a form type, the related Existing Forms page will open (Figure 18), showing any existing forms for the form type you selected.



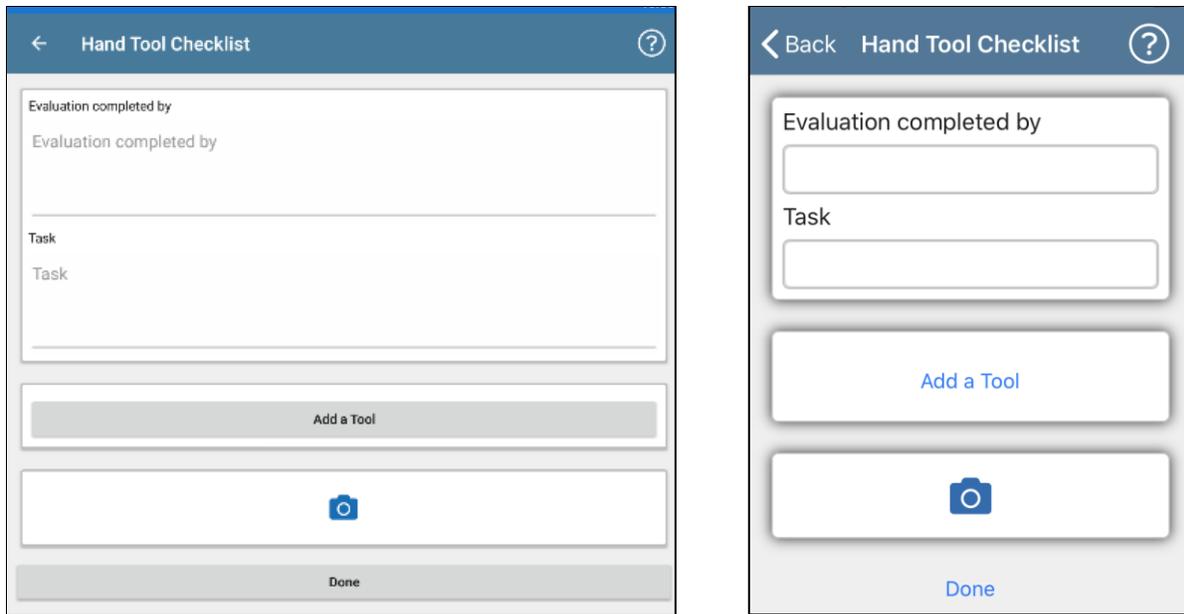
**Figure 18. Examples of the Existing Forms page showing: (top) the Ergonomic Task Improvement Reporting form type without any existing forms and (bottom) the same form type with two existing forms.**

**Step 3: Create a new form or open an existing form**

*To create a new form:*

- On the Existing Forms page (Figure 18) for the selected form type, select one of the two **+** buttons to open the New Form page (Figure 19).



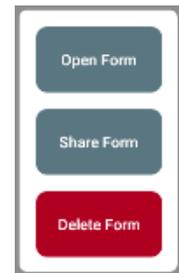


**Figure 19. Examples of a New Form page for the selected form type, Hand Tool Checklist, shown (left) on an Android device and (right) on an iOS device.**

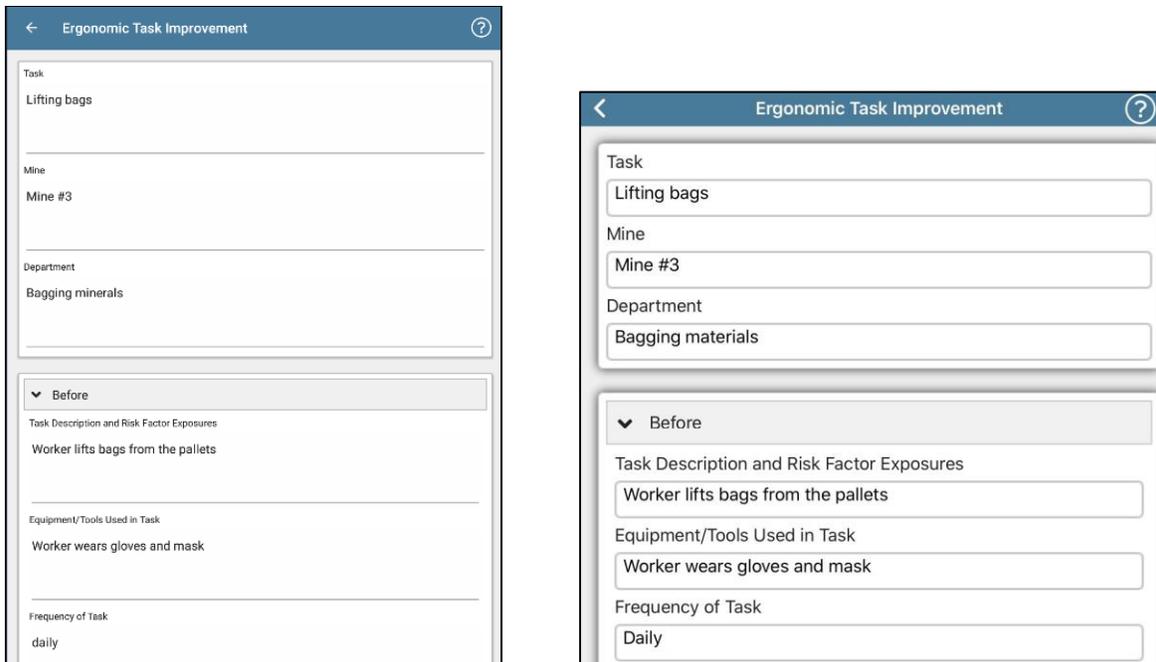
*To open an existing form:*

1. On the Existing Form page (Figure 18) for the selected form type, select an existing form from the list. The Forms actions menu displays with the following options:

- **Open Form.** Select this button to open the selected existing form.
- **Share Form.** Select this button to open the sharing feature of an iOS device or Android device, allowing you to save the edited form to another app, such as email, text message, etc., depending on what apps you have installed on your device.
- **Delete Form.** Select this button to delete the selected existing form.



2. Select the **Open Form** button from the Forms actions menu to open the existing form. See examples of an existing form in Figure 20.



**Figure 20. Examples of an existing form for the form type, Ergonomic Task Improvement, shown (left) on an Android device and (right) on an iOS device.**

**Step 4: Enter information for a new form or edit an existing form**

*To enter information for a new form:*

1. On the New Form page (Figure 19) for the selected form type, add information in the fields for the selected form type to create a new form.
2. Select the **Done** button at the bottom of the form when the fields of the new form are completed.



*To edit information for an existing form:*

1. On the existing form (Figure 20) for the selected form type, make any changes to the existing information in the fields for the existing form.
2. Select the **Done** button at the bottom of the form when the changes you want to make for the existing form are completed.



### Step 5: Share a form

1. On the Existing Forms page (Figure 18) for the selected form type, select the existing form for which you want to share information. The Forms actions menu opens.
2. Select the **Share Form** button to open a window with the available options for saving, sending, and sharing the form. Figure 21 shows some of the possible options for sharing a form.

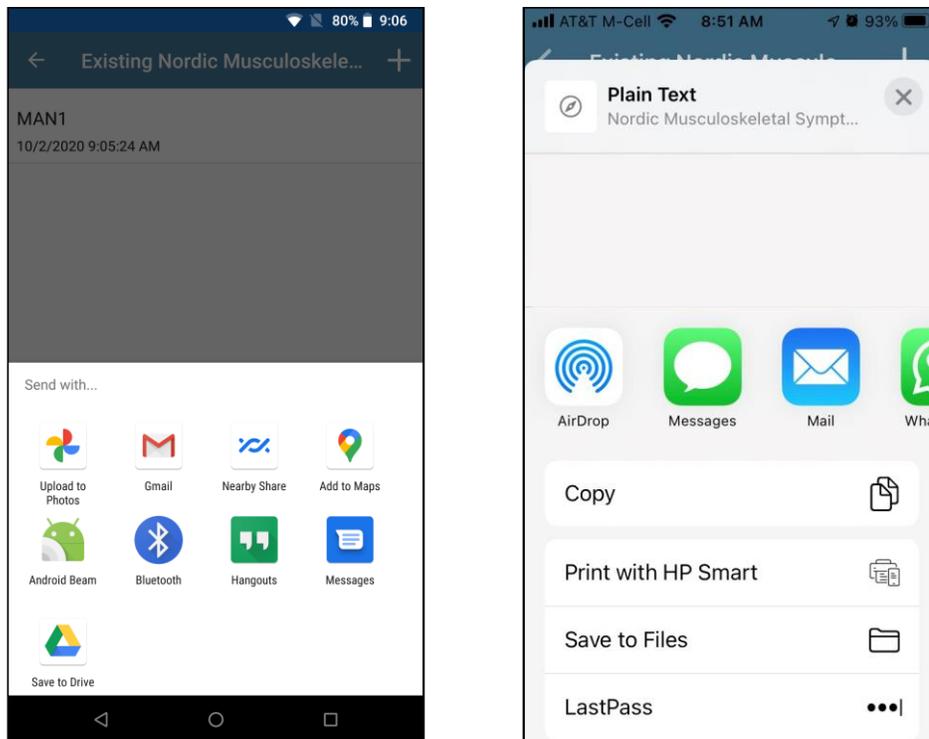
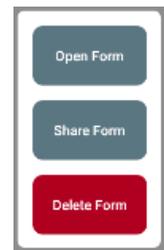


Figure 21. Example of the options window for sharing a form on (left) an Android device and (right) an iOS device.

3. To share a form, select an available app on your Android or iOS device as shown in the examples in Figure 21.

## CHECKLISTS Function

The Checklists function allows you to create a new checklist or make changes to an existing checklist for one of three checklist types.

- Fixed Ladder Checklist
- Stairway Checklist
- Walkway Checklist

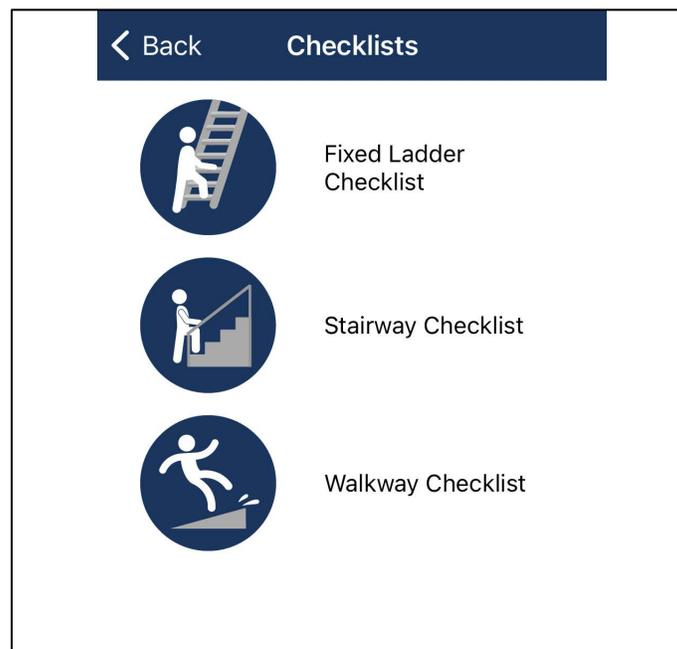
### Creating and Editing a Checklist

#### **Step 1:** Select the CHECKLISTS function

1. From the Main page, select the CHECKLISTS function to open the Checklists page (Figure 22).

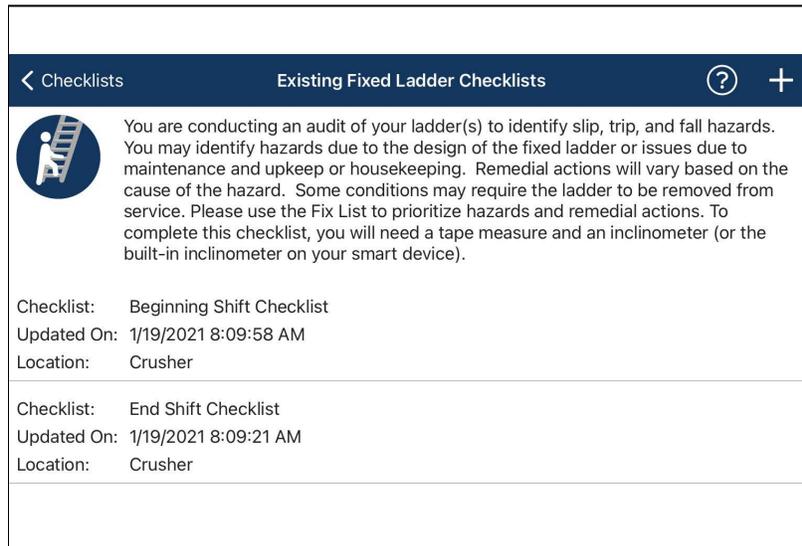
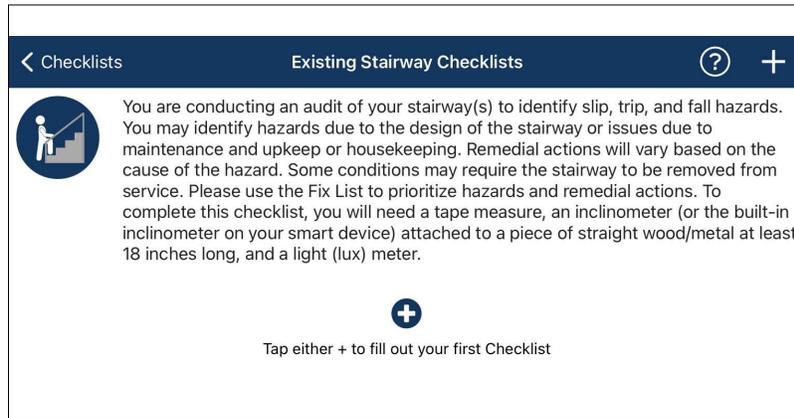
#### **Step 2:** Select the Checklist type

1. On the Checklists page, select a checklist type from the available options: Fixed Ladder Checklist, Stairway Checklist, and Walkway Checklist.



**Figure 22.** The Checklists page showing the three checklist types.

- When you select a checklist type, the related Existing Checklists page opens, showing a description of the selected checklist type and any existing checklists for that type (Figure 23).



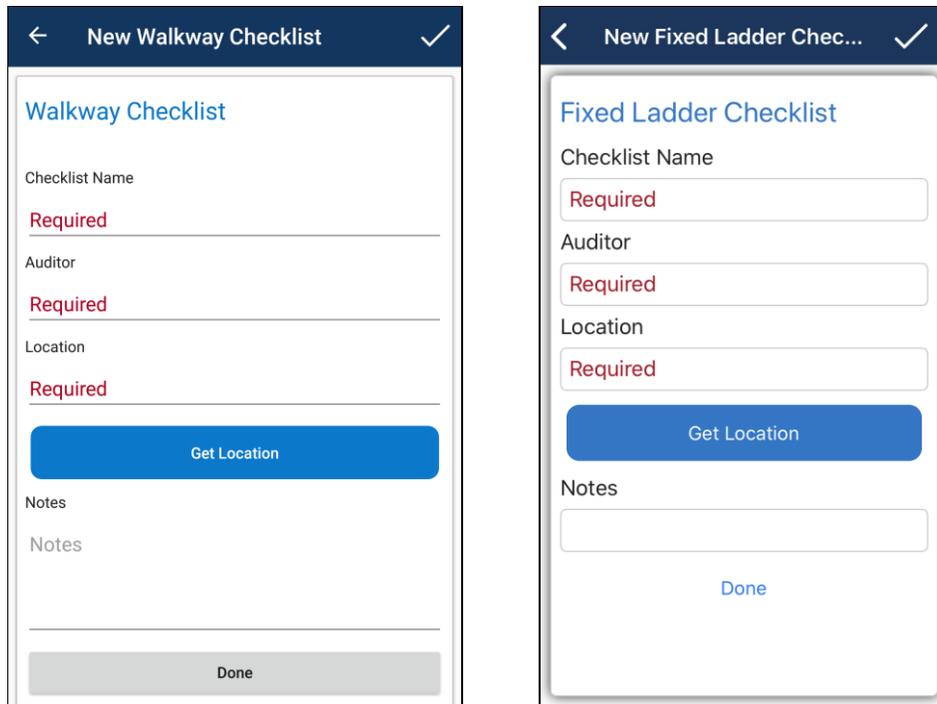
**Figure 23. Examples of the Existing Checklists page, showing: (top) the description of the checklist type with no existing checklists and (bottom) the description of the selected checklist type with two existing checklists.**

**Step 3: Create a new checklist or open an existing checklist**

*To create a new checklist:*

- On the Existing Checklists page (Figure 23) for the selected checklist type, select either **+** button to open a New Checklist page for the selected checklist type (Figure 24).

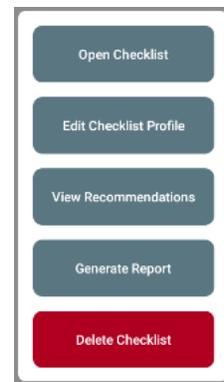




**Figure 24. Examples of the New Checklist page for the selected checklist type on (left) an Android device and (right) an iOS device.**

*To open an existing checklist:*

1. On the Existing Checklists page (Figure 23) for the selected checklist type, select the checklist you want to open. When you select an existing checklist, the Checklist actions menu displays with the following options:
  - **Open Checklist.** Select this button to open an existing checklist.
  - **Edit Checklist Profile.** Select this button to edit an existing checklist profile page.
  - **View Recommendations.** Select this button to display all the current recommendations for the selected checklist. Recommendations are only available for questions that you have answered.
  - **Generate Report.** Select this button to generate a checklist report to save and send.
  - **Delete Checklist.** Select this button to delete the selected existing checklist.
2. Select the **Open Checklist** button to open the selected existing checklist. Figure 25 shows an example of an existing checklist.



**Fixed Ladder Checklist**

**Time**  
2:32 PM

**Operational Status of Mine**  
 In operation  
 Not in operation

**Ladder Location**  
Please provide a brief description of the location of this ladder  
Ladder Location

Add photo here

**General**  
Select all that apply.

1.1  
 Mine workers regularly (daily or at each shift) use this ladder.

1.2  
 Tools and equipment are normally carried when using this ladder.

**Recommendations**

**Maintenance**  
Select all that apply.

**Figure 25. An example of an existing Checklist page for the selected checklist type, which is the Fixed Ladder Checklist in this example.**

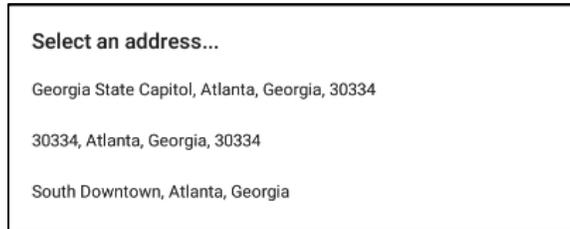
**Step 4: Enter information for a new checklist or edit information for an existing checklist**

*To enter information for a new checklist:*

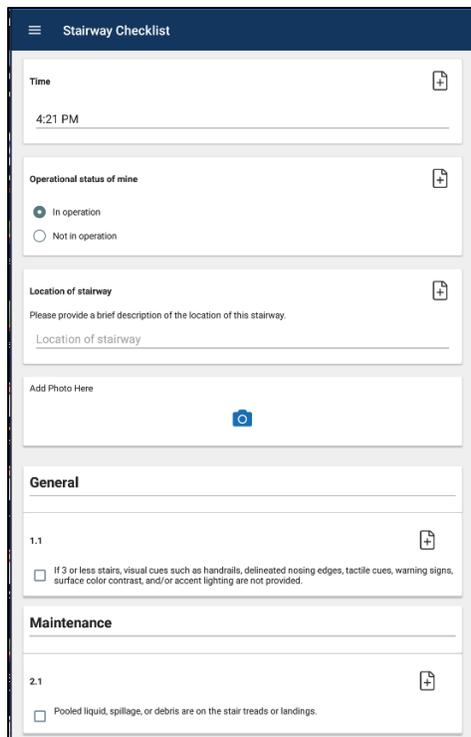
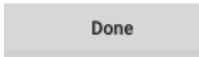
1. On the New Checklists page (Figure 24) for the selected checklist type, enter the information in the Required fields: Checklist Name, Auditor, Location.
2. *Using the location feature:* In the Location field, you can manually enter location information, or you can select the **Get Location** button to tell the app to determine your location and perform an address lookup with the Google Play or Apple Maps service. This feature uses the Google Maps or Apple Maps service and requires you to enable the Location (GPS) service on your device and connect to a WiFi or mobile network. You can enable these settings by leaving the app and entering your Android or iOS device's settings.



When you select the **Get Location** button, the app displays a list of available locations, such as in the following example:



3. In the Notes field, enter any applicable information for the new checklist.
4. When all information is entered for the new checklist profile, select the **Done** button to save the new checklist profile information. The modules with questions for the new checklist are displayed. See an example in Figure 26.



**Figure 26. Example of a New Checklist page with modules for the selected checklist type, which is the Stairway Checklist in this example.**

5. Complete all the modules for the new checklist by selecting the applicable characteristics of the new checklist you created. Select the + icon to open a window where you can enter a note or add a photo to the new checklist.



6. When you have completed all modules for the new checklist, save your answers and exit the checklist by selecting either of the following:

- the **Exit Checklist** action from the Checklist dropdown menu, which you can access by selecting the “stacked blocks” icon or Menu Button in the upper left side of the page (Figure 26).
- the **Exit Checklist** icon from the bottom right on the page below the last module.



Menu



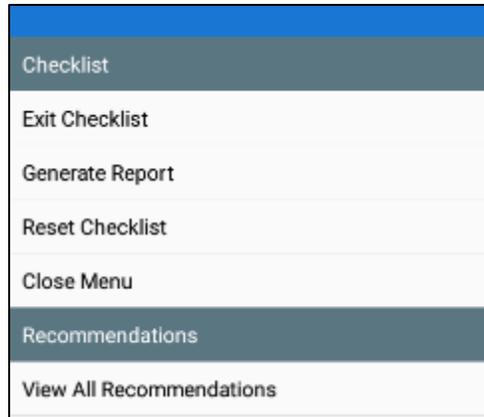
*To edit an existing checklist:*

1. With the existing checklist open (as shown in Figure 25), edit the information in any of the fields for the modules in the checklist. Select the + icon to open a window where you can enter a note or add a photo to the checklist.
2. To perform other available functions for the selected checklist, you can use the Checklist dropdown menu by selecting the “stacked blocks” icon or Menu button in the upper left corner of the page. Selecting this icon displays the Checklist dropdown menu with the following options (Figure 27):



Menu

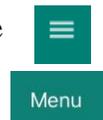
- **Exit Checklist.** Select this action to exit the open checklist.
- **Generate Report.** Select this action to generate a checklist report to save and send.
- **Reset Checklist.** Select this action to delete (reset) information on the checklist. A Confirm window displays to select Yes or No to accept or reject the reset of the checklist.
- **Close Menu.** Select this action to close the Checklist dropdown menu.
- **View All Recommendations.** Select this action to display all the current recommendations for the selected checklist. Recommendations are only available for questions that you have answered.



**Figure 27. The Checklist dropdown menu showing the available checklist actions.**

7. When you have completed all edits you want to make for an existing checklist, save your answers and exit the checklist by selecting either of the following:

- the **Exit Checklist** action from the Checklist dropdown menu that can be accessed by selecting the “stacked blocks” icon or Menu button in the upper left side of the page (Figure 21).
- the **Exit Checklist** icon from the bottom right below the last module.



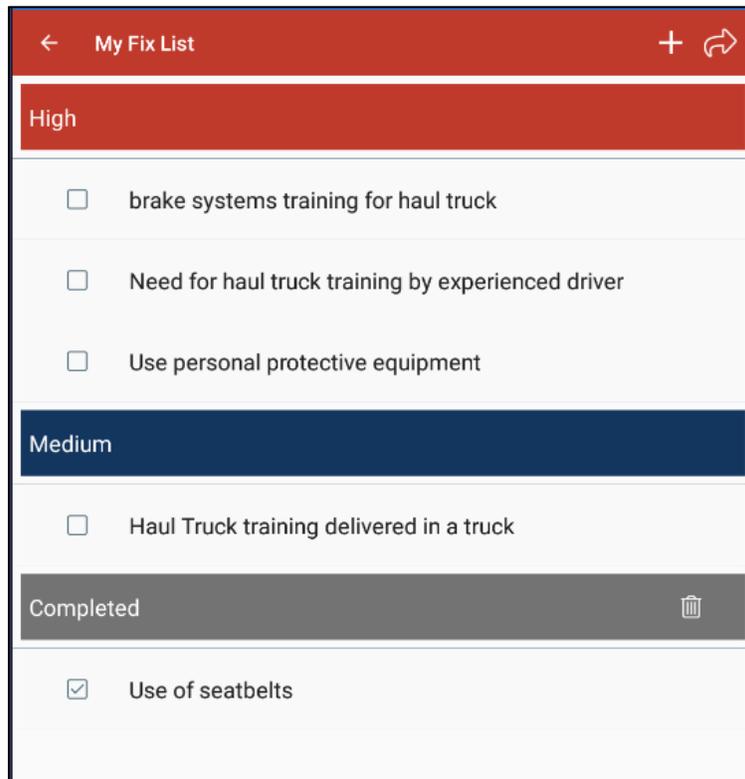
## FIX LIST Function

The Fix List function allows you to make changes to the Fix List you create for the items you designate to “fix” from recommendations provided during ErgoMine audits you have performed.

### Updating the Fix List

**Step 1:** *Select the Fix List function.*

1. From the Main page, select the FIX LIST function to open the My Fix List page (Figure 28).



**Figure 28.** The My Fix List page with several items to fix in the High and Medium categories and one completed item in the Completed section.

**Step 2:** *Review the listed items to be fixed and select an item to edit or complete.*

1. On the My Fix List page, review the listed items to be fixed in each priority category—High, Medium, Low. Only the items you have identified as needing to be fixed during an audit are displayed.

2. Select the listed item you want to either fix or mark as completed (i.e., already fixed). The Fix actions menu automatically opens with the options to Edit Item or Mark Completed.



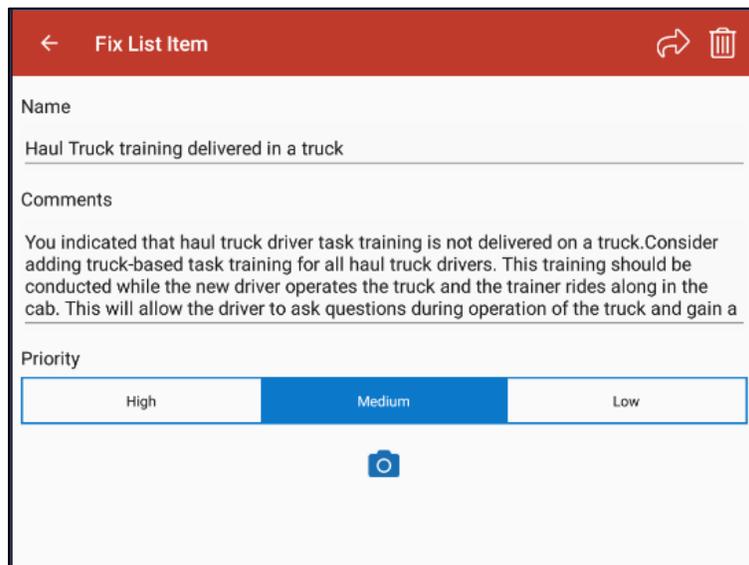
**Step 3:** *Edit or complete a fix item on the list*

*To complete the selected item and mark it as Completed:*

1. Select the **Mark Completed** button or simply click in the box to the left of the item. The selected item is moved to the Completed section.

*To edit the selected item:*

1. Select the **Edit Item** button. The Fix List Item page opens for the selected item to be edited (Figure 29).

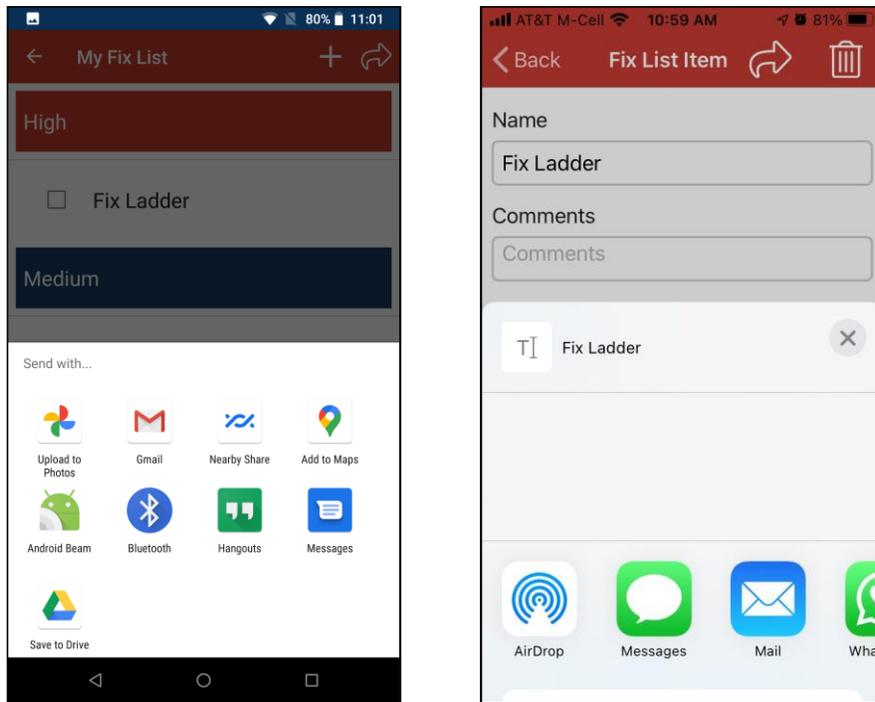


**Figure 29.** The Fix List Item page showing a selected fix item with its related Name, Comments, and fix Priority on an Android device.

2. On the Fix List Item page, you can change the following information for the selected fix item:
  - Name of the item to be fixed.
  - Comments relating to the selected fix item.
  - Priority of the selected fix item.
  - Option to allow ErgoMine to take pictures or use a previously taken picture from your photo library for the selected fix item by selecting the camera icon.

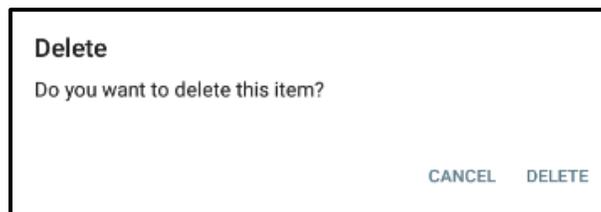


- To share the fix item, select the arrow icon in the upper right corner of the page. The options window opens (Figure 30), allowing you to share the fix item by various email, send, and share options.



**Figure 30. Example of the options window for sharing a Fix List item on (left) an Android device and (right) an iOS device.**

- To change a fix item from “completed” back to an existing item to be fixed or incomplete, uncheck the box next to the item in the Completed section, and the item will be placed under the previously selected priority section.
- To delete a fix item, select the **Delete** icon in the upper right corner of the page. The Delete confirm window (Figure 31) displays with the option to cancel the delete request. To delete the fix item, select the **Delete** button.



**Figure 31. The Delete confirm popup window.**

6. When you have completed entering or changing information for an existing fix item or marked an item as complete, select the **Done** button at the bottom of the Fix List Item page.

A blue rectangular button with the word "Done" written in white text.

## Help and Support

The NIOSH Mining program would love to hear your feedback! Direct any questions concerning this product to [mining@cdc.gov](mailto:mining@cdc.gov).



Promoting productive workplaces through safety and health research