

Ergonomic Assessment for Deborah Jones

An Ergonomic Assessment of Deborah Jones' work station was performed on 3-30-16. Ms. Jones reports that she is an Administrative Assistant and that she spends approximately 95 % of her time on the computer and 5% on the phone. Her work tasks are equally divided between keying and mousing. She has been at her current work station for approximately one year. She is 5'4" tall and does not wear vision correction for computer work. She is R hand dominant. Her keyboard and mouse are on her desk surface. She uses two monitors equally. Her monitors are height adjustable and sit on her desk. Her desk is cockpit style. She sits in an adjustable chair which she finds uncomfortable. She is not aware how to fully adjust her chair. She has no additional equipment. She reports fatigue/ discomfort in the following areas: low back

This ergonomic assessment was performed using the OSHA D-2 VDT Workstation Checklist.

Positive aspects of her job/ current computer set up:

- Adequate work space
- Private office
- Chair is adjustable
- Monitors centered over her keyboard

Risk Factors

- Employee perches forward in her chair not allowing the chair to provide lumbar support, because the seat pan is adjusted too deep and she reports difficulty viewing the monitors (C, 2,12)
- Her feet are on the base of the chair and not supported comfortably on the floor. (I)
- Head/neck posture is in flexion secondary to her low monitor position (A, 10))
- Monitors are positioned too far for this employee to view the monitor comfortably (12)
- Feet are up on her keyboard promoting a non-neutral wrist extended posture (G)
- Employees typing technique encourages wrist extension
- Mouse is not positioned in line and close to the keyboard promoting over reaching (7)
- Employee uses the 10 keypad for inputting all numbers increasing the workload of her R hand
- The edge of the desk is at a 90 degree angle increasing pressure on her forearms (9)
- Repetitive neck flexion to view paper documents on her desk and transfer information to her computer. Repetitive neck flexion to view information on her phone (W-1 Awkward postures)
- Employee hooks phone between her shoulder and her ear (21)
- Arm rests on chair impede her arm movement (5)
- Use of inputting devices > 4hrs/day (W-1 Repetition)
- Prolonged sitting in forward bending (W-1 Awkward postures)

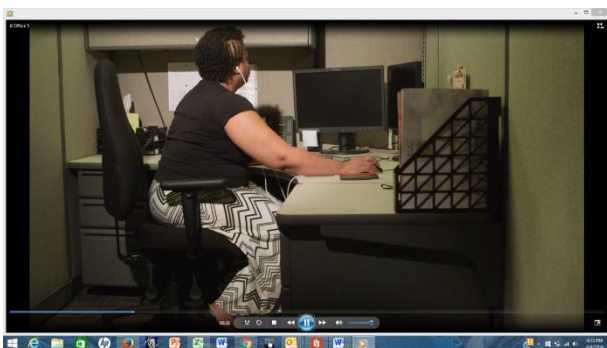
Recommendations Implemented at the time of the Evaluation

- I reviewed The Power Zone concepts and used these principles to set up her desk area.

- I instructed her how to adjust her chair for maximal comfort. I decreased her seat depth. I advised her to alter her chair seat pan and lumbar angle throughout the day to alter the muscle activity in her back. I also advised her to stand up at least hourly
- I used a ream of paper to provide a temporary foot rest to allow her feet to be placed comfortably on the ground and prevent her from perching on the edge of her chair
- I raised her monitors to promote a more neutral head/neck posture
- I moved her monitors closer to limit her leaning in to view the monitors
- I lowered the feet on her keyboard to promote a more neutral wrist posture
- I advised employee to try mousing with her L hand to help equalize the work load between her R and L hands
- I advised employee to use the top row of number keys to help equalize the workload between the R and L hands
- I reviewed proper typing technique with wrists positioned in neutral
- I advised employee to consult with her eye care professional to correct vision issues
- I advised employee to increase the font size of her documents to improve her vision and limit leaning in to view her monitor
- I advised employee to hold the phone and not hook it between her shoulder and ear.
- I instructed employee in general exercises for computer users and the 20/20 rule for eye health.

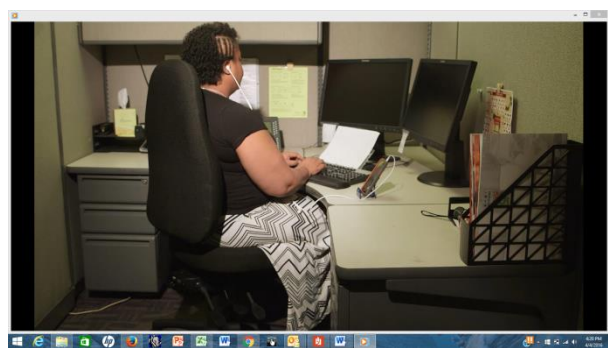
Additional Recommendations that need to be implemented

- Remove arm rests from chair
- Order standard foot rest – EIS articulating foot rest
- Order a gel wrist rest for her keyboard to decrease the contact stress between her forearms and the desk
- Order an inline document holder – VuRyte Memoscape Plus Document Holder
- Order a cell phone stand



Pre Assessment

Note: Perching forward in chair
Over reaching for mouse



After Modifications

Note: Sitting back in chair
Arms close to her side; Use of document holder

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