

Office Ergonomics Analysis
Curriculum Designer - Learning Services Department
Cingular Wireless Atlanta Georgia
April, 13 2005

A worksite evaluation was conducted for XXXXXXXXXX, Curriculum designer for Cingular Wireless in the Learning Services Department on April 13, 2005. The purpose of the evaluation was to identify risk factors for musculoskeletal disorders using the office ergonomics action form.

The purpose of the tool used, was to guide the examiner towards the implementation of effective job improvements that adequately address identified ergonomic challenges.

Job description

The job includes a high amount of computer work. The job is 5 days 40 hours per week and most of the time is spend seated at the computer. Communication takes place via telephone and e-mail. He reported that he has a telephone conference once a week for two hours at a time. He reported that he has been a curriculum designer for 4 years.

Positive aspects of the job include:

The job is employee paced and allows for independent and creative thinking during writing. The employee is allowed to listen to music via headset to decrease distraction during writing tasks.

The employee is able to take breaks and vary his tasks as desired.

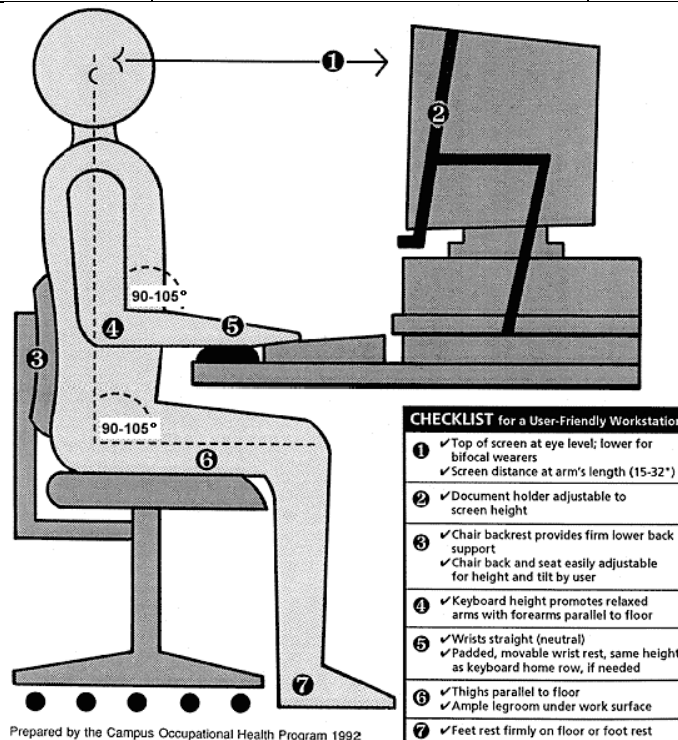
The employer provided a spacious a quiet work cubicle with room for employees to display personal items.

The employer provided excellent adjustable chairs and a LCD monitor for employee's comfort.



The following are suggestions I feel will reduce the worksite risks for musculoskeletal disorders for this job:

Risk factor	Solution	Product
Awkward posture with neck bending during conference call once a week. He holds the phone pinched between shoulder and ear while writing or using computer.	Consider a hands free headset to be used during conference calls.	Headset similar to that already provided to other employees.
Contact stress elbow and wrist.	Move person closer to the table remove wrist support and encourage person to complete typing with fingertips only touching the keyboard. Use armrest during rest breaks only or remove completely.	Supply visual handout to person with information on correct keyboard height, distance from monitor and arm position.
Asymmetrical posture behind computer screen and mouse out of primary zone requiring employee to work with extended arm.	Reposition person by moving person directly in line with monitor and with keyboard alphabet. Move the mouse to the left and teach the person to complete mousing left handed.	Wireless mouse recommended to decrease additional stress during mouse manipulation.



CHECKLIST for a User-Friendly Workstation	
1	<ul style="list-style-type: none"> ✓ Top of screen at eye level; lower for bifocal wearers ✓ Screen distance at arm's length (15-32")
2	<ul style="list-style-type: none"> ✓ Document holder adjustable to screen height
3	<ul style="list-style-type: none"> ✓ Chair backrest provides firm lower back support ✓ Chair back and seat easily adjustable for height and tilt by user
4	<ul style="list-style-type: none"> ✓ Keyboard height promotes relaxed arms with forearms parallel to floor
5	<ul style="list-style-type: none"> ✓ Wrists straight (neutral) ✓ Padded, movable wrist rest, same height as keyboard home row, if needed
6	<ul style="list-style-type: none"> ✓ Thighs parallel to floor ✓ Ample legroom under work surface
7	<ul style="list-style-type: none"> ✓ Feet rest firmly on floor or foot rest