



# ERGO EVALUATION –OFFICE

**ERGOCATION L.L.C.**

Mobile 707.484.XXXX

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Date XX-XX-13	Employee (EE) xxxxxx	Title Secretary	Time 2:00
DEPARTMENT XXXXXXXXXX		Location XXXX xxxxxx Ave	Cubicle # 131 Supervisor Joe Jones
EVALUATOR: Bob Niklewicz PT DHSc CIE CEAS		PHONE xxx.xxx	Injury
DESCRIPTION OF WORK PROCESS / Issues reported: Bilateral circumferential wrist pain 6/10 pain level. Plus right thumb pain that is reported as the primary painful area at 6+/10 pain level. After weekends symptoms are reduced significantly. Duties include computer input, filing some writing			
Photo BEFORE 1° area__x F_x_ S_x_ Top_x_	Photo AFTER Yes	Previous Injury / treatment: LBP also at 6/10 with right leg numbness, EE uses a modified sacral orthotic to place her hips into anterior tilted position.	

Hours worked per day: 8 Hands- on comp. time/day: 80% Laptop User? N Home computer user? N

Overtime High volume periods ?

Details\_

Equipment Used	Yes	Brand (if applicable)					Type (if applicable)
Mouse	x	x Right	x Left	CAD	Stylus	vertical	Standard switched between hands
Track Ball		Right	Left	Ambidextrous			
Keyboard	x	x Standard	x Ergo	Split	10 key	Y/N	Had MS Natural curve -Broken
VDT size = 19"	x	x Flat Screen	single	or	X dual	CRT	80% - 20% (R v L use time)
Phone / Headset	x	Shoulder rest	Y/N	Wire	X Cordless		Not always used
Stand option		Left	Right	Fixed	manual	electric	
Stapler		Standard	Ergo	ERGO	Remover	Y / N	
Document Holder	x	Right	Left	x Center	Mounted:	desk VDT	
Task light /	x	X Under-count	Desk-top	Floor			Not always used
Pencils / pens / printers		Standard	Ergo	close / far			
Other							

Visual Inspection		Yes	No	Adj	If No or if adjusted, explain
1.	Is area free of clutter or obstacles? Top / Under desk	/x	x/		
2.	Is the Desk adjustable? Wall mounted? NO		x		1° Ht: 29" 2 <sup>nd</sup> area 23 + 1" for keyboard
3.	Are there 2 ins. of clearance between thighs & desk?		X	X	Keyboard on lap –moved up and leveled at 90°
4.	Are the thighs parallel to the floor & ankles neutral?		X	X	Lowered chair
5.	Is there 2" between edge of seat and calf w/ rolled pan?		X		Chair too big
6.	Is the backrest & seat pan adequate for a neutral spine?		X	X	Adjusted but still too big
7.	Feet flat on floor or using footrest correctly?		X	X	Lowered chair Flr. Mat Yes-adjusted to center of work area
8.	Armrests appropriate & adjusted properly?		X		Armrests do not move in close enough or low enough
9.	Is the job done safely from a sitting position?	X			
10.	Is the keyboard tray – adjustable & in proper position?		X	X	Moved up to 28" level and placed in -5° slope
11.	Is the keyboard of proper size and shape for worker?		X		Too big 10 key not needed
12.	Are appropriate input devices being used?	X			
13.	Is input device the appropriate size & side for hand?		X		Too small causing pinching of thumb in painful area
14.	Are wrists neutral/relaxed on keyboard or mouse?		X	X	Adjusted tray higher placed hands in neutral
15.	Can shoulders avoid reach/ twist/backward motions?		X	X	Adjusted tray to reduce reaching
16.	Is workstation setup for dominant hand? Rt		X		EE turns fully to the left side to do paperwork on desktop
17.	Are arms at side when keying w/o reaching outwards?		X	X	Reaches for FAX instructed in safe reaching
18.	Are sharp edges / contact stress avoided?	X			
19.	Is the 10 key pad used or needed?		X		New KB w/o 10 pad will reduce reach
20.	Are frequently used tools in primary zone?	X			
21.	Can gripping of thick folders or binders be avoided?	X			
22.	Is the VDT at a comfortable distance? (18-36 inches)	X		X	Moved from 33" to 30" Height 6 ½" =okay
23.	Can excessive glare be avoided on VDT or eyes?	X			Uses blinds effective during afternoons
24.	If glasses are used, are they appropriate for job?	X			Has computer glasses –needs to wear them
25.	If bifocals are used, has the VDT been lowered?				N/A

Visual Inspection	Yes	No	Adj	If No or if adjusted, explain
26. Is static neck flexion, rotation or F.H.P. avoided?		X		Does not get out of chair for hours
27. When using phone is the neck in neutral position?				
28. Is phone headset needed?		X		Phone seldom used
29. If used, is the document holder in correct position?	X		X	Too flimsy replace with heavier model
30. Is employee taking regular rest / stretch breaks?		X	X	Instructed in ergo breaks
31. Has there been a recent eye examination?		X		Pending this month
32. Is the lighting appropriate and glare free?	X			
33. Is the work environment free of excessive noise?	X			
34. Is the work environment temperature appropriate?	X			

35. OTHER Uses 8 font for documents to use Control / Scroll feature to enlarge print

#### RECOMMENDED CORRECTIVE ACTION:

- 1) Acquire smaller chair that has multiple adjusts to fit the following ranges: Chair pan 18" -20" wide, 20-24" back support, Armrests adjustable to 18" centers and 7" from seat pan.
- 2) Acquire a Switch Mouse such as found at:  
[http://www.ergodirect.com/product\\_info.php?products\\_id=15199](http://www.ergodirect.com/product_info.php?products_id=15199)
- 3) Acquire a heavy duty document holder such as found at:  
[http://www.ergodirect.com/product\\_info.php?products\\_id=13667](http://www.ergodirect.com/product_info.php?products_id=13667)
- 4) Acquire a Kenesis Freestyle keyboard w/o 10 key pad such as found at:  
<http://www.thehumansolution.com/kinesis-freestyle.html>
- 5) Acquire an ergo break screen saver and do majority of exercises from a standing position
- 6) Use -5° slope on keyboard tray
- 7) Use control / scroll feature to enlarge view on all documents. (125% - 150% size) use 12 font for documents.
- 8) Shift VDT's to the right to reduce twisting neck excessively to the left to accommodate right eye dominance.

Bob Niklewicz PT DHSc CIE

On-file

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On-file xxxxxxxxx

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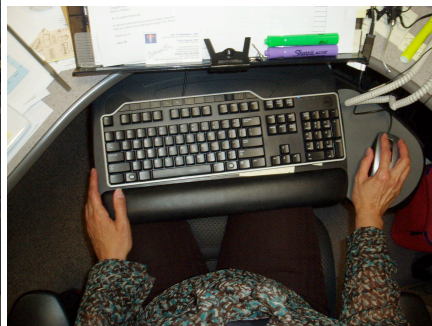
EVALUATOR SIGNATURE:

DATE

EMPLOYEE SIGNATURE:

DATE

#### Photographs and Diagram as needed:



LEFT: Hands held in extremely low posture. EE has moved mouse back and forth between left and right sides but always at low positions. NOTE: arms are below and inside of armrests' lowest position. Chair is too large in all parameters and needs to be replaced.

MIDDLE: While in the right hand NOTE: thumb and wrist position that stresses injured tissue. A Switch mouse will reduce strain on hands.

RIGHT: Low position using a small mouse stress wrist joint as well as thumb. Replacement mouse should reduce tension in hands.

Copy of this evaluation sent to: Employee: X Supervisor: X Risk Management: X

**CORRECTIVE ACTION SECTION** Person responsible for action: \_\_ Supervisor- Joe Jones

CORRECTIVE ACTION IMPLEMENTED

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Reason for non-compliance: \_\_\_\_\_

\_\_\_\_\_  
**PRINT Name**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**