



**Date:** 01/11/2017  
**Company:** More Value  
**Location:** 23 Franklin Street  
Nicetown, CA 39394  
**Contact:** John Green  
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**Workstation Location:** Building A, Room 250

## **Ergonomic Evaluation Report**

**Jones, Karen**

### **Summary**

Karen Jones was evaluated on January 9, 2017 in response to reported mild discomfort of the upper back, right shoulder, and right upper arm. The monitor, keyboard, and mouse were placed off-center in relation to the body, placing the torso in a slightly twisted position with the right arm overreaching to use the mouse and keyboard. These items were relocated directly in front of the body to align the seated posture. An adjustable monitor arm is recommended to allow her to swivel the monitor to the side when she meets with guests sitting across her desk. The monitor was raised to align the head and neck when viewing. A document holder may be added to keep the head and neck in a neutral position when working from a document. A footrest should be added to level the knees and hips to encourage a supported seated posture. Ms. Jones was encouraged to change tasks to a standing position every 45 minutes minimally.

### **Issues and Recommendations**

#### ***Discomfort***

**Issue:** Employee reports physical discomfort at work.

The employee reports the Discomfort Level as: Mild (Discomfort can be ignored somewhat)

The employee does not believe the discomfort may be work related.

The employee has not received medical attention for this discomfort.

Location(s): Right Shoulder, Upper back, Right Arm

The employee reports the following:

*My upper back, right shoulder, and right arm ache. It started a few months ago. I feel it almost every day.*

## **Equipment**

**Issue:** Keyboarding while looking down at documents for extended periods of time can cause eye, neck, and back strain.

**Recommendation:** Consider providing a movable document holder.

## **Body Positions**

**Issue:** Staying in a continuous sitting position for more than 45 minutes can contribute to spinal pressure.

**Recommendation:** 1. Take standing, movement, and stretch breaks a minimum of every 45 minutes. 2. Position office equipment such as printers and copiers at a distance to encourage standing and walking (change of body position).

**Issue:** Sitting with unsupported feet can possibly promote a forward-leaning posture and stress to the spine.

**Recommendation:** 1. Use an adjustable footrest so that feet rest flat and hips and knees are on the same level, or 2. If possible, lower the keyboard tray and then lower the chair so that hips and knees are on the same level and feet are flat on the floor or a footrest. Verify that elbows are at the side of the body, forearms are parallel to the ground, and wrists are in a neutral position when keyboarding.

**Issue:** Placing the monitor too high or too low can potentially contribute to eye or neck strain.

**Recommendation:** Adjust the monitor so that the top edge of the monitor screen is two inches above eye level.

**Issue:** The keyboard and monitor are not centered left to right causing potential strain or discomfort to eyes, arms, and/or spine.

**Recommendation:** Center the monitor and keyboard from left to right so that they are aligned directly in front of the body.

**Issue:** Overreaching to use the mouse can cause stress to the arm, shoulder, and spine .

**Recommendation:** Move the mouse to the same level as and next to the keyboard. General Rule: If the keyboard and mouse is on a keyboard tray that is too small to accommodate both, it is recommended that a larger keyboard tray be installed. If the keyboard is on the desktop, clear the space around the mouse so that the mouse can be manipulated freely.

**Issue:** Having the arms extended in front of the body or having the elbows back so that the arms are bent at less than 90 degree angles while using the keyboard can cause potential stress to the arms, shoulders, and spine. Having the wrists bent forward or flexed back can cause potential compression of the nerves in the wrists.

**Recommendation:** Position the keyboard and/or raise or lower the chair so that elbows are at the sides of the body, the forearms are parallel to the ground, and the wrists are in a neutral position when using the keyboard. Verify chair arms are not obstructing proper positioning of the elbows and arms . A soft wrist rest (preferably made of foam material) may help prevent dropping the wrists and help maintain a more neutral wrist position.

## Photo(s)



Keyboard, mouse, and monitor are at an angle

## Equipment Recommendations

Footrest  
Adjustable Monitor Arm  
Document Holder

## **Estimated Cost of Materials**

\$311

## **Current Workstation Features**

**Desk Type:** Rectangular Desk

**Keyboard Position:** On the desktop

**Features:** Narrow Pen Drawer above legs, File Cabinet Drawers (Left, Right, or Both)

## **Measurements**

Desk Height: 28"

Keyboard Height: 27"

Elbow Height: 27"

Hip Height: 24"

Knee Height: 22"

Chair Height: 21.5"

Eye Line Height: 46"

Monitor Height: 38"

Eye Distance to the Monitor: 21"

It was a pleasure working with you. We look forward to providing for your ergonomic needs in the future.

Gerry Hanson

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Item	Vendor	Item Number	Price	Picture
Footrest	Office Supply Co.	#5424664	\$32.00	
Monitor Arm	Office Supply Co.	#1234246	\$259.00	
Document Holder	Office Supply Co.	#4567945	\$20.00	

### Shoulder Stretch

