

ErgoSystems Office Ergonomics Assessment

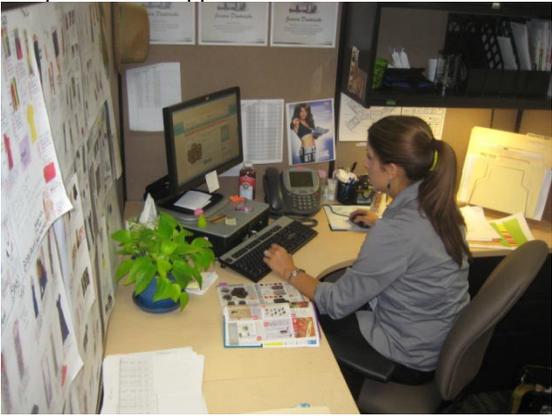
Last name:	Peterson	Stature:	5 ft 3 in	Work hours:	Full-time
First name:	Monica	Shoe heel ht:	1 in	Comments:	
Date:	2/6/2012	Handedness:	Right	Comments noted - see below.	
Job Title:	Merchandise Specialist	Vision:	Uncorrected	Reports daily low back discomfort with onset over this past summer of 2011.	
Department:	Merchandising	Job tasks:	Single		
Company:	Simpson Brands, Inc	Job demands:	Sedentary		
Location:	810 Simpson Drive Eden Prairie, MN 55344	User:	Single		
		Other station:	No		

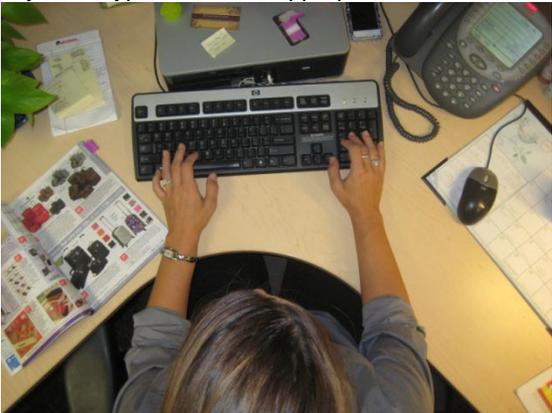
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The purpose of the assessment is to focus on ergonomics issues of the workstation, work practices, and work process to provide a set of workstation set-up specifications and to offer reasonable suggestions to help improve comfort, safety, and productivity in the workplace.

The 30/30 rule was encouraged - this promotes physical movement up and out of chair for at least 30 seconds at least every 30 minutes.



Chair		Comment	Recommendation
Type	Standard	Chair has not been adjusted for proper set-up. Chair, as currently adjusted was not providing adequate back support. 	Chair adjusted with instruction provided. Instructed in upright "keyboard position" and semi-reclined "conversation position". Recommended to alternate between these two seated postures based on job tasks throughout day.  
Legs	5 legs		
Casters	Carpet		
Seat	Ht, Ang		
Back	Ht, Ang		
Arms	Ht, Side		

Foot support/Clearance		Comment	Recommendation
Feet Footrest	Supported No	At a worksurface height of 29 inches a foot rest is needed to provide for adequate foot support; one is not in place. 	Add footrest Add basic foot rest. The following 3M footrest or comparable is recommended. Foot Rest, Adjustable, Ergonomic, Foot Control, 18"x13"x4", Charcoal MMMFR330 
Worksurface		Comment	Recommendation
Config	Corner	Worksurface is appropriate. With footrest in place 29 inch height worksurfaces appropriate. Ideally the best worksurface height for her is 28 inches.	None.
Type	Adjust		
Keyboard Tray		Comment	Recommendation
Used	No		None.
Adjust			
Keyboard		Comment	Recommendation
Type	Straight	Keyboard type/location is appropriate. 	None.
Location	Worksurface		
Mouse		Comment	Recommendation
Type	Mouse	Mouse type/location is appropriate. 	None.
Location	Worksurface		
CPU		Comment	Recommendation
Type	Desktop	CPU is in the way Computer is placed under the monitor taking up needed space on the worksurface.	Adjusted CPU position with user instruction. At the time of the assessment we relocated the desktop computer to the left side of the workstation.
Location	Desk		
Monitor		Comment	Recommendation
Type	LCD	Monitor too close.	Adjusted monitor position with user instruction.
Number	Dual		

Telephone		Comment	Recommendation
Type	Handset	Telephone type/location is appropriate.	None.
Location	Right side		
Document holder		Comment	Recommendation
Type	None	No document holder - out of neutral head position.	Add landscape format holder between KB/monitor. Once the computer was moved out of the way, space is available to place a document holder between the keyboard and monitor. The recommended document holder is the 3M DH630 or comparable.. 3M Compact In-line Copy Holder, 150 Sheet Capacity (DH630)
Location			
			
Storage		Comment	Recommendation
Desktop		Adequate desktop and file storage.	None.
File			
Lighting		Comment	Recommendation
Ambient		Acceptable ambient and task lighting.	None.
Task			

Recommended Specifications (inches)

<i>Seatpan height:</i>	18	Seatpan height is distance from floor to seatpan (at side of seatpan) with user in chair. Seatpan depth is distance from back support to front of seatpan and allows for 1.5 to 2" of space between back of the knee and front of seatpan. Seatpan width is distance side-to-side of seatpan and allows for 1.5 to 2" of space between thigh and side of seatpan. Armrest height is distance from top of armrest to floor. Worksurface height (writing/reading desk) is distance from floor to top surface of worksurface. Keyboard/mouse height is distance from floor to top surface of platform that keyboard/mouse rest on. Monitor height is height from floor to top of monitor screen (not the top of monitor bezel.) Monitor distance is from eye position (bridge of the nose between the eyes) to screen.
<i>Seatpan depth:</i>	18	
<i>Seatpan width:</i>	20	
<i>Armrest height:</i>	28	
<i>Writing/reading desk</i>	28	
<i>Keyboard/mouse height:</i>	28	
<i>Monitor height</i>	46	
<i>Monitor distance</i>	26	