



10/15/2008
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Evaluation Date
Janet DeLapp, MS, CDMS, CPE Solutions Northwest, Inc.
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Evaluator Name

Evaluee

.....
ID:
Demo Dame
.....
First Last

.....
Email Address:

.....
Phone: Ext:

.....
Cube

Company Information

DemoCo
.....
Company
Demo Department
.....
Department
Demo Deamon
.....
Supervisor
Demo Division
.....
Division
Demo Location
.....
Location

Job Information:

Demo Work
.....
Job Title:
8.00
.....
Hours per Day:
18.00 Months
.....
Length on Job:



Evaluation #: 358
Evaluatee Name: Demo Dame

Quantity	Id	Vendor Id	Name	Cost	Sub-Total
1	000	Customer's Choice	MG-Headset	\$200.00	\$200.00
1	496312	Office Depot	Kensington Expert Mouse Trackball	\$94.99	\$94.99
1	0000	Creative Office	Gel Palmrest - Keyboard	\$20.00	\$20.00
				Total Cost:	\$314.99

Charges

Charge	Hours	Rate	Sub-Total	
Professional	2.00	\$100.00	\$200.00	
			Total Charges:	\$200.00

Total Cost: \$514.99



Tasks	Hours per Day	Hours per Setting	Notes
Computer use	4	1	Computer use intermittent with desk work.
Deskwork	2		Includes some writing on documents.
Reading			
Phone use	3		Must be on computer at the same time she is on the phone.
Meetings			
Other	1.5		Up and about to copy, file or attend meetings.



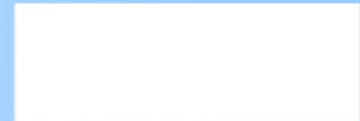
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Evaluatee Traits	
Vision Correction	Single Lenses
Dominant Hand	Right
Touch Typist	Yes



Current Workstation		Comments
Chair Type	Task	
Chair Height	18	
Writing Surface Height	29	
Monitor Surface Height	29	
Monitor Height	17.5	
Keyboard Type	Standard	
Keyboard Placement	Tray	Tray has seperate platform to the right for the mouse.
Keyboard Surface Height	24	
Input Device Type	Mouse	
Input Device Usage(%)	25	
Input Device Hand	Right	
Document Placement	Center Flat	
Document Viewed(%)	25	Most often times she needs to write on documents.
Telephone Type	Handset	



Symptoms/Pain	New(N), Chronic(C), worse over Time(T)?	  Pain Level
Head	Chronic	2
Eyes		
Neck	New	4
Shoulders (R)	Chronic	1
Shoulders (L)		
Elbows (R)		
Elbows (L)		
Forearms (R)		
Forearms (L)		
Wrists/Hands (R)		
Wrists/Hands (L)		
Upper Back		
Lower Back	Chronic	1
Hips (R)	Chronic	2
Hips (L)	Chronic	2
Thighs (R)		
Thighs (L)		
Knees (R)		
Knees (L)		
Feet (R)		
Feet (L)		
Ankle (R)		
Ankle (L)		
Symptoms Comments	Recently was seen by a physician for a neck issue, possibly just a strain and now is involved in physical therapy. She also reports having migraines periodically.	



Risks		Intake Comments
Wrist Extension (R)	Observed	Tray is too low.
Wrist Extension (L)		Tray is too low.
Wrist Flexion (R)		
Wrist Flexion (L)		
Wrist Deviation (R)		
Wrist Deviation (L)		
Wrist/Arm Compression (R)	Observed	Armrest set too high.
Wrist/Arm Compression (L)		
Forearm Rotation (R)		
Forearm Rotation (L)		
Repetitive Pinching (R)		
Repetitive Pinching (L)		
Repetitive Motion (R)		
Repetitive Motion (L)		
Repetitive Gripping (R)		
Repetitive Gripping (L)		
Shoulder Elevation (R)	Observed	Desk is too high.
Shoulder Elevation (L)	Observed	Desk is too high.
Shoulder Abduction (R)		
Shoulder Abduction (L)		
Shoulder Adduction (R)		
Shoulder Adduction (L)		
Shoulder Extension (R)		
Shoulder Extension (L)		
Over Reaching (R)	Observed	When working with documents on the desk.
Over Reaching (L)	Observed	Same as above.
Neck Flexion Down (R)	Observed	To view documents at center on desk.
Neck Flexion Down (L)		
Neck Flexion Side (R)	Observed	To hold the phone while on the computer.
Neck Flexion Side (L)		
Neck Rotation (R)		
Neck Rotation (L)		
Leg Compression (R)	Observed	Sits on leg, probably because the desk is too high.
Leg Compression (L)	Observed	Same as above.
Neck Extension		
Non-Neutral Spine		
Bending/Stooping	Observed	Leans forward over keyboard tray to write on the desk.
Competing Light Source		
Glare Present		
Monitor Too Close		
Sits Too Low		
Poor Workflow		

**Doesn't Use
Back Support**

Observed

Leans forward.



Evaluatee Measurements	
Knee Height	18
Buttock - Popliteal Length	20
Thigh Breadth	
Sitting Eye Height	44
Sitting Elbow Height	27
Standing Eye Height	
Standing Elbow Height	
Sit Stand Eye Height	
Sit Stand Elbow Height	



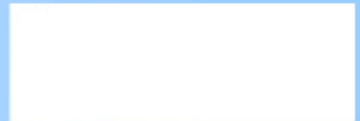
Worker Practices	
Take Scheduled Breaks	e
Stretch at Work	b Also develop stretch routine at home for neck, shoulder, legs and hips.
Improve Aerobic Conditioning	e
Improve Upper Back Strength	e
Take Vision Breaks	e
Attend Ergo-Training	e
Practice Neutral Posture	b Keep arms at sides.
Seek Medical Advice	e
Get Vision Checked	e
Organize Work Space	e
Learn to Touch Type	e
Rotates Tasks	e
Sit Back in Chair	b
Keep Arms at Side	b

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Ideal Settings	
Chair Height	17.5
Seat Pan Position	Flat
Writing Surface Height	27
Keyboard Surface Height	26.5
Monitor Height	17.5



Recommended Workstation		Comments
Chair Action	Adjusted	Pushed seat pan in a little. Lowered arm rests to eliminate arm compression.
Chair Height		Okay as is.
Seat Pan Position		
Seat Pan Action		
Desk Action		
Lower Writing Surface To	27	This will help decrease sitting on her leg and reduce shoulder elevation.
Raise Writing Surface To		
Palm Rest Type	Keyboard	Soft gel, 17"
Keyboard Action		She has tried split keyboard, but does not prefer them. Otherwise I would have recommended one for her to relax the shoulder muscles and improve hand posture.
Keyboard Tray Action	Remove	Key up on the desk. Place writing documents to right of the keyboard. This will decrease leaning, shoulder elevation and over reaching.
Lower Keyboard Surface	27	The file drawer will need to be relocated. She has a spot for it.
Raise Keyboard Surface		
Lower Monitor Height		This will happen when the desk is lowered. At this time, it is 2" too high.
Raise Monitor Height		
Input Device Action	Provide Trackball Use on Left	Use the Trackball on the left. The Kensington Expert trackball with the scroll wheel around the ball will work well. Use bottom right button for main click with the thumb. Using this on the left of the keyboard with the left hand will free up desk space to the right of the keyboard.
Mouse Size		
Document Holder Action		
Telephone Action	Headset, Wireless	This would eliminate flexing the neck and the side.
Footrest Action		
Other		



**General
Comments**

Demo was seen for an ergonomic assessment on October 15, 2008. The recommendations made will eliminate the ergonomic risk factors that were observed. Please call if you have any questions regarding the recommendations.

**General
Comments**

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Evaluation Picture(s) Comment:

Photo 1: Note how the arm is resting on the edge of the armrest. Photo 2: Note the over reaching, leaning and the fact that she does not use the back support of the chair.