



# Ergonomic Assessment

*All Details Within This Report Are Kept Confidential*

## DETAILS

**Client:** John Citizen

**Age:** 37

**DOB:** 04/09/1975

**Sex:** M

**Assessment Conducted By:** Michael Kline

**Assessment Date:** 08/12/11

**Date of This Report:** 19/12/11

**Employer:** Money Counting Accountants Ltd

**Job Title:** Accountant

**Years Employed:** 6

**Usual Working Hours (including break times):**

8.30 – 6.30, 5 days per week. With some Saturday work from home. Break times include 30-60 minute lunch break. Short coffee break during the morning and late afternoon.

**Job Task Description:**

Continuous typing and data entry. Intermittent phone usage at the office desk. Intermittent reading of documents at the desk. Occasional heavy lifting and overhead reaching to file documents.

**Previous Relevant Illnesses or Injuries:**

Mr Citizen reported that he was prescribed reading glasses at the age of 13.

**Physical Activity/Fitness Level:**

Mr Citizen reports walking with his wife for 30 minutes twice per week.

**Current Treatment:** Nil



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## Assessment

### Chief Concern:

Mr Citizen reports that he experiences intermittent neck pain when typing continuously. He advised that he first notices discomfort in his neck after approximately 30-45 minutes. He noted that the discomfort becomes more irritable with prolonged periods of typing.

### Workstation:

- **Chair:** Appropriate pan height but poor decline angle. Poor, low height and unstable back support. Non head support type.
- **Desk:** Adequate height and with enough leg clearance. No clutter under desk.
- **Keyboard:** Appropriate distance and angle for user.
- **Screen:** Dull brightness, top of screen in line with the bridge of the users nose (Laptop Usage).
- **Lighting:** Adequate room lighting
- **Mouse/Phone:** No mouse (touch pad keyboard). Phone located on the right hand side. Same side as coffee during the day.
- **Posture:** Slouched due to screen height.
- **Access/Surface:** Adequate
- **Lifting/Carrying:** Occasional overhead lifting reaching of filing box (<10kg). Carry laptop bag to and from work each day (1hr MTR), bag worn over one shoulder.
- **General Observations:** Cluttered desk with many files and documents.



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## OUTCOMES

**The following adjustments to the workstation were completed during the assessment:** Pan of the seat adjusted to horizontal, posture was improved with this adjustment. Back support height lifted to maximum. Laptop was placed at a higher level (on top of a stand), the top of the screen is now in line with the users eyebrows. An external USB keyboard is now in use due to the new height of the laptop. Laptop brightness was increased to 95%.

**The following equipment is recommended:**

New office chair with stable back support and if possible head support. Vertical document holder to assist with reading and typing tasks. Small filing cabinet (2 Draws) to store loose files on the desk.

**The following exercises are recommended:**

3 sets of 15 neck retractions each day. 2 minutes of light stretching and movement for every 45 minutes of continuous typing or reading. A Gym program involving upper back and shoulder exercises is also recommended.

## Summary

Mr Citizen is employed as an accountant and works approximately 10 hours per day with a 45 minute lunch break. Mr Citizen complains of neck pain and aggravation which increases in severity with extended typing and reading work tasks. He advised that often he is required to sit and use his computer for up to 3 hours at one time.

Following the assessment on Mr Citizen's work station changes were made to his chair and computer in order to minimise strain placed on his neck while working. It is recommended that Mr Citizen obtains a new office chair with good back and head support to increase comfort. Mr Citizen's work desk was observed to be cluttered with files and documents that were not currently required. It is advised that unused documents be filed in a readily accessible location. This will improve desk space and improve Mr Citizen's ability to read documents he is currently using. In addition, a vertical document holder is recommended which will reduce the amount of time Mr Citizen is looking down and placing strain on his neck.

Mr Citizen was also provided with and instructed on simple neck exercises he can perform while at work which will help to reduce strain and fatigue in the neck region. Mr Citizen was also advised on the importance of a gym program that focuses on upper back and shoulder strength and endurance. This will improve the conditioning of the muscles in the upper back and shoulder region. In turn this will assist with reducing strain on the neck region.

If there are any questions regarding the information in this document please contact Activempowerment [info@activempowerment.com](mailto:info@activempowerment.com) or phone me directly on 0101010101.



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**Yours Faithfully**

A handwritten signature in blue ink, appearing to read "Michael Kline", is written over a light gray rectangular background.

**Michael Kline** *MESSA AEP*

**Exercise Physiologist**