



REHAB TO WORK
MEDICAL CONSULTANTS

- INJURY MANAGEMENT
- INDUSTRIAL SAFETY AND PREVENTION
- JOB EVALUATION AND ERGONOMICS

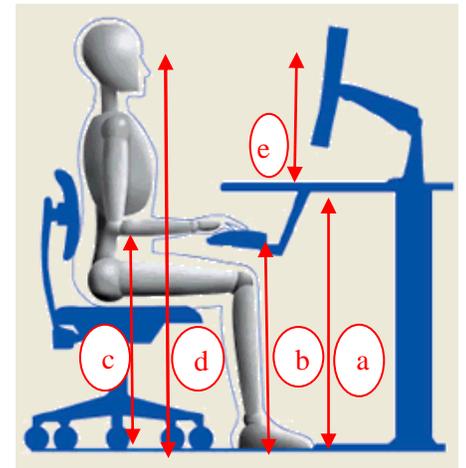
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Work Station Evaluation

1. Measurements:

Photos to assist evaluation:

a. Desk height:	From right side, feet to top of head, holding mouse
b. Keyboard height:	From back, right and left sides shown, head to feet, holding mouse
c. Floor to elbow height: (should equal b: keyboard height)	
d. Floor to eye height:	
e. Monitor height (a&e): (should equal d, floor to eye height)	



(Modified from: heatedcomputerkeyboard.blog.com), 3/3/16

2. Chair: adjustable for:

- height
- seat pan depth
- seat pan angle
- back height
- back angle
- arm rests: if present move out of the way, adjustable for height

4. Relative to computer workstations, the following illustrates the ideal posture at a computer workstation (see above):

- Head / Neck: Straight, not looking down, up, or to the side
- Shoulders: comfortably at side
- Spine / Torso: upright and straight, good lumbar support from chair
- Elbows: bent at 80-90°
- Wrist: straight with support available at same height as edge of keyboard
- Keyboard and mouse should be at same height or 1” lower than floor to elbow height.
- Documents that are viewed when keying should be in line with the keyboard and the monitor. Documents written upon while keying should be to the right or left of the keyboard (based on right or left handedness)
- Writing surface should be to employee’s right (or dominant side) 2-3” higher than keyboard height.
- Knees: same level as hips
- Feet: flat on floor or supported by footrest.

5. Laptop use:

- Dock: separate keyboard, mouse and monitor
- Or: wireless keyboard, mouse, and elevate laptop for proper monitor height.

6. Rehearsal wrist posture (if not sitting on regular bench): consider “perch” posture / height adjustable stool (3-in-1)

Suggested equipment:

Item	Suggested source	Considerations	Special considerations
Chairs	Ergocentric: Geocentric: customer service at 1-866-GET-ERGO OR: Summit Ergonomics (form on-line) OR: Staples: Cardar most adjustable	Should definitely have: - Adjustable height - Adjustable back height - Adjustable back angle - Adjustable seat pan incline - Optional: adjustable seat pan depth	- Petite seat / chair for small person. Seat pan depth adjustment could address this issue - Arm rests only if specifically identified as needed
Keyboard tray	Amazon.com	- Humanscale: 6G500 - Wrist rest: really any type such as Staples Item: IVR50458	- Ideal: 26 or 27" wide - If limited space: 20" tray with alternate mouse device - Order without attached wrist rest - May need gel wrist rest instead if none with keyboard
Keyboards, special	Amazon.com	- Microsoft Sculpt keyboard (if need numeric keypad) - Or: mini wireless keyboards, no numeric	- order without mouse
Contour roller mouse	Amazon.com or alimed.com	- Specific version varies with needs	
Monitor arm	Amazon.com	- Ergotron	- Be sure if will clamp to desk edge or be bolted to desk
Document holder	Amazon.com or alimed.com	- Vu Right Vision Vu copy stand: Alimed Item # 74711G - Or: 4" 3 ring binder	
Foot rest	alimed.com	- Alimed ergo footrest, Item # 711613G	
Lap top		- Need to dock, separate keyboard/monitor	
3i-in-1 sit stand stool	Ergocentric: www.ergocentric.com , 1-866-GET-ERGO Or Summit Ergonomics		For rehearsal: "perching" at piano
Learn to type	http://www.mavisbeaconfree.com/		

Sources:

Alimed.com

amazon.com, search specific product name

Ergocentric: www.ergocentric.com, 1-866-GET-ERGO

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