

Ergonomic Analysis for:

Job Title

Administrative Assistant

Company

Dunder Mifflin

Summary and Purpose of Analysis

A workplace analysis was completed for Sarah Smith, Administrative Assistant, on January 24, 2025. The focus of this analysis was to determine potential risk factors that could contribute to cumulative trauma disorders using draft OSHA D-2 forms.

Job Description

This job includes primarily typing and review of documents and data entry, along with communication via email and time spent on the telephone. Other tasks include sorting mail and ordering office supplies. This job is 8 hours per shift for 5 days a week.

Positive Aspects of the Job

1. Self-paced
2. Good lighting
3. Adjustable chair
4. Adjustable keyboard tray
- 5.

Risk Factor

Please see attached checklist for Risk Factors. The following are suggestions I feel will reduce the worksite risks for cumulative trauma injury for this job:

Risk Factor	Solution	Product
Telephone use when completing other activities and reaching for phone	Purchase a headset so that the employee does not have to use phone receiver and move phone closer to employee	IM1HH0301 Poly Encorepro HW510D Noise Canceling Mono Headset, \$75.98 each, From Staples
Posture when seated in chair	Adjust height of chair to allow thighs to be parallel to floor and lower legs to be perpendicular to floor	
Head and neck position when using monitor and document holder	Adjust document holder to be same height as monitor and move it to the right side at a 30 degree angle from monitor; and adjust height of monitor	
Typing	Purchase a split keyboard to encourage neutral position of hands	11798 Wired USB Ergonomic Compact Split Keyboard, \$29.99 each, From Amazon
Using mouse	Purchase larger mouse and educate employee to keep mouse closer to keyboard	Nulea Wireless Ergonomic Trackball Mouse, Rechargeable, Bluetooth Rollerball Mouse; \$37.99 each, From Amazon