**Assignment-1 (Technical and Business Writing)**

Write a short (1-2 type written pages only) recommendation report to suggest the **use of ergonomic chairs in your office**. Your audience is higher management. Details were already explained in the class. You must use information on ergonomic chairs from the attached file only (given below). **Do not add anything new**. Remember **to cite the sources** which are already numbered.   
  
  
**Report Format**  
Introduction: Give general information and mention the purpose of your report  
3 to 4 key sub-headings on the topic relating to the purpose  
Conclusion- Give summary and make final recommendation  
  
  
**Word file requirements:**  
Do the task in groups of **5 to 7**. Submit one file on behalf of the whole group mentioning IDs of all group members.  
Use Times New Roman font.  
Use 12 points for text and 14 points for headings.  
Use 1.15 spacing between lines and double spacing between paragraphs/heading.

The answer must have the following:

1. A thorough thematic analysis of the data.

2. Themes must be converted into relevant headings

3. Information related to each heading must be summarized and paraphrased.

4. The report must have headings.

5. The introduction must introduce the topic and explain the purpose of the report.

6. The main body must contain heading wise description of each theme

7. A conclusion must provide the summary and make recommendations.

**NOTE: If you were absent on the day the task was explained and practiced, do consult students who were present to get guidelines.**

**----------------------------------------------------------------------------------------------------------------**

[1] Ergonomics is defined as the scientific study of people and their working conditions to improve effectiveness. Having a comfortable, ergonomically designed chair is especially important in the workplace because of the long hours people spend sitting at work. It’s imperative to have chair that delivers comfort for hours at a time, and that adjusts to fit your body and the way you work.

To be considered an ergonomic chair, it needs to have some of the following minimum requirements.

When sitting in a chair for long periods of time, the natural tendency is to slouch forward, which is hard on the back after a while. An office chair that provides correct lumbar support means that the back of the chair is flush against the small of the back, so when placed correctly, a lumbar back support should provide the following benefits

* The ears, shoulders, and pelvis are all aligned
* The lower spine’s natural curvature is maintained

When seated, it is important that the back be flush against the chair so that the chair can provide optimum support for the lower back. The spine should always be kept in a very natural position and comform to the chair.

[2] “**Ergonomic**” chairs are designed to suit a range of people; however, there is no guarantee that they will suit any one person in particular. For instance, a chair could be too high and the arm rests too far apart for a short, slim person. In addition, chairs may not suit every task or arrangement at the workstation. A chair becomes ergonomic only when it specifically suits a worker's size, his or her particular workstation, and the tasks that must be performed there. It is possible to find the right chair although it is not always easy.

Some features are mandatory for a good chair regardless of how you intend to use it:

* **Adjustability**– The seat height of these chairs is adjustable.
* **Backrest** – The backrest is adjustable both vertically and in the frontward and backward direction and has a firm lumbar support.
* **Seat depth**- Choose the seats that suit the tallest and the shortest users.
* **Stability** - Check for the stability of the chair. It is recommended to choose a five-point base.

[3] Ergonomists observe how people interact with their work environment, and then work closely with designers to create seating solutions that fix common workplace issues. An ergonomic chair takes in to account all of these principles to help you work as effectively and comfortably as possibly.

When set up correctly, this means that the chair can actually help you to adopt and maintain a better working posture, protect the user from painful posture related issues associated with unfit seating and be more productive throughout your working day.

[4] Consider some of the biggest benefits of ergonomic 24/7 seating below:

1. **Improved Worker Health.** Seventy-four percent of workers experience pain at their desks on a regular basis, which can lead to distraction, decreased productivity, health issues and sick days. In fact, lower back pain is the second most common reason people miss work. Ergonomic chairs prevent this common discomfort in several ways: they conform to each worker’s specific shape, support the spine, and keep tissues and joints in a neutral position.
2. **Better Work Productivity.** Not only do 24/7 chairs offer workers health benefits, but, by reducing stress and distractions, they also make it easier to stay focused on the job. Focused employees are more productive employees — better able to make quick responses and fewer mistakes.
3. **Customizability.** When multiple employees use a particular desk, finding an effective seating option for various body types can be tricky. Ergonomic furniture solves this issue by providing customizable support in adjustable seat height, adjustable armrests, and adequate seat width and depth for various employees.
4. **Reduced Business Costs.** Ergonomics in the workplace reduces costs by making workers more focused and productive, as well as by preventing work-related injuries and diseases. For example, because 24/7 seating reduces musculoskeletal disorders, it reduces the business costs (currently up to $50 billion annually in America alone) associated with them. Right now, employers pay between $15 and $18 billion in worker’s compensation costs — so any step to proactively prevent these expenses is a big cost cutter.

Overall, research has shown that switching to ergonomic office furniture can:

* Reduce employee absenteeism
* Reduce employee mistakes
* Keep workers on task
* Increase employee engagement
* Improve job satisfaction
* Boost employee morale
* Demonstrate a company’s commitment to safety

[5] Working in an office typically involves spending a great deal of time sitting in an office chair - a position that adds stress to the structures in the spine. Therefore, to avoid developing or compounding back problems, it's important to have an office chair that's ergonomic and that supports the lower back and promotes good posture.

[6] Ergonomic office furniture is furniture that supports good posture and employee well being through its innovative design and comfort. Read below to learn about the benefits of ergonomic office furniture and how you can use it to create a happier and healthier workspace.

Reduces Pain

Ergonomic office furniture like chairs, standing desks, and supportive keyboards are designed to support employees as they work. When workers aren’t hunched over or working on equipment that worsens their posture and form, they can experience a reduction in pain. Ergonomic furniture works to fix employees’ posture, realign their spine, prevent arthritis and reduce the number of work-related injuries overall.

Boosts Productivity

When employees are in less pain, they are more likely to experience a boost in productivity. Employees who are in good health will have fewer distractions to keep them from performing at their best and creating high-quality work. Also, since ergonomic office furniture has the ability to reduce work-related injuries, that means your employees will spend less time away from work due to illness and injury and more time at the office.

Improves Employee Wellness

The last benefit of ergonomic office furniture is its ability to improve employee wellness. Employee wellness is not just the physical being of workers, but also the mental health. When you invest in your employees’ wellness and health through ergonomic office furniture, you’re sending them a message that you care about them. Employees who feel like their employers care about them and treat them with respect report higher rates of workplace happiness and well being.

If you want to improve your employees’ overall health and boost productivity at the office, ergonomic office furniture may be the solution for you. For more ways you can improve your workspace, check out our blog post “[Learn How to Create a Resilient Workplace](https://www.goimageworks.org/blog/learn-create-resilient-workplace/).”

[7]

Manager at ABS: We are using ergonomic chairs. Initially, the costs were a big concern, but now I feel it was a good investment. Our employees are more comfortable and relaxed and enjoy their work. They are healthier and happier and don’t mind working extra hours.

Manager at KCS: Yes, as regulation by Employee Benefits Authority at our company, we had to install ergonomic chairs. The results are very good. Our employees feel more valued and love working more. They also take less breaks now to stretch or stroll to relax from sitting all day long. They are more efficient now.