



**Job Accommodation Network**

Practical Solutions • Workplace Success

# Accommodation and Compliance Series

## Accommodation and Compliance Series: Hand Amputation/One Hand Use

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Employment Policy, U.S. Department of Labor

## Preface

The Job Accommodation Network (JAN) is funded by a grant from the Office of Disability Employment Policy, U.S. Department of Labor. JAN makes documents available with the understanding that the information be used solely for educational purposes. The information is not intended to be legal or medical advice. If legal or medical advice is needed, appropriate legal or medical services should be contacted.

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## **JAN'S Accommodation and Compliance Series**

### **Introduction**

JAN's Accommodation and Compliance Series is designed to help employers determine effective accommodations and comply with Title I of the Americans with Disabilities Act (ADA). Each publication in the series addresses a specific medical condition and provides information about the condition, ADA information, accommodation ideas, and resources for additional information.

The Accommodation and Compliance Series is a starting point in the accommodation process and may not address every situation. Accommodations should be made on a case by case basis, considering each employee's individual limitations and accommodation needs. Employers are encouraged to contact JAN to discuss specific situations in more detail.

For information on assistive technology and other accommodation ideas, visit JAN's Searchable Online Accommodation Resource (SOAR) at <https://AskJAN.org/soar>.

### **Information about Hand Amputation/One Hand Use**

An individual may have use of one hand for a variety of reasons. It could be from an injury or amputation. It may also be from a repetitive stress injury like carpal tunnel or it could be congenital. For some jobs an individual may not need an accommodation. In others, modifications may be needed to make the individual more productive.

### **Hand Amputation/One Hand Use and the Americans with Disabilities Act**

The ADA does not contain a definitive list of medical conditions that constitute disabilities. Instead, the ADA defines a person with a disability as someone who (1) has a physical or mental impairment that substantially limits one or more "major life activities," (2) has a record of such an impairment, or (3) is regarded as having such an impairment. For more information about how to determine whether a person has a disability under the ADA, see [How to Determine Whether a Person Has a Disability under the Americans with Disabilities Act Amendments Act \(ADAAA\)](#).

### **Accommodating Employees with Hand Amputation/One Hand Use**

People with limitations from a hand amputation may develop some of the limitations discussed below, but seldom develop all of them. Also, the degree of limitation will vary

among individuals. Be aware that not all people who are aging will need accommodations to perform their jobs and many others may only need a few accommodations. The following is only a sample of the possibilities available. Numerous other accommodation solutions may exist.

### **Questions to Consider:**

1. What limitations is the employee experiencing?
2. How do these limitations affect the employee and the employee's job performance?
3. What specific job tasks are problematic as a result of these limitations?
4. What accommodations are available to reduce or eliminate these problems? Are all possible resources being used to determine possible accommodations?
5. Once accommodations are in place, would it be useful to meet with the employee to evaluate the effectiveness of the accommodations and to determine whether additional accommodations are needed?
6. Do supervisory personnel and employees need training?

### **Accommodation Ideas:**

#### **Limitations**

##### **Use of One Hand/Arm**

- Computer Access
  - Alternative Input Devices
  - Articulating Keyboard Trays
  - Alternative Keyboards
  - Alternative Mice
  - Ergonomic Equipment
  - Expanded Keyboards
  - Eye Controlled Alternative Computer Input Devices
  - Forearm Support
  - Keyguards
  - Left Hand-Dominant Keyboards
  - Miniature Keyboards
  - On-Screen Keyboards

- One-Handed Keyboard Software
  - One-Handed Keyboards
  - Scribe/Notetaker
  - Speech Recognition Software
  - Typing / Keyboarding Aids
  - Ten Keypads
  - Tongue Touch Keyboards/Mice
- Industry Specific
  - Compact Material Handling
  - Dental and Surgical Instruments
  - Ergonomic and Pneumatic Tools
  - Gardening Equipment
  - Gear Shift Adapter/Extension
  - Money Handling Products
  - Mop Buckets
  - Mops and Mop Handles
  - Motorized Carts
  - Multi-Purpose Carts
  - One-Hand Syringes
  - Patient Lifts (General)
  - Planting Aids
  - Steering Grips
  - Tool Balancers
  - Vacuum Lifts
  - Vacuum Pickup Tools
- Other
  - Aide/Assistant/Attendant
  - Arm Prosthetics
  - Book Holders
  - Electric Scissors
  - Ergonomic Scissors

- Grip Aids
- Grooming and Dressing Aids
- Job Coaches
- Job Restructuring
- Page Turners
- Reachers
- Switches
- Writing Aids
- Telephone Access
  - Auto-dialers
  - Gooseneck and Other Telephone Holders
  - Hands-free Telephones
  - Headsets
  - Shoulder Supports for Telephone Handsets
- Worksite Access
  - Automated Filing Systems
  - Automatic and Remote Control Blinds
  - Door Knob Grips and Handles
  - File Carousels
  - Filing Trays

## **Work-Related Functions**

### Manipulate Items

- Adjustable Drafting Tables
- Adjustable Massage Tables
- Aerial Lifts
- Anti-vibration Gloves
- Anti-vibration Tool Wraps
- Auto-dialers
- Automated Filing Systems
- Automatic Door Openers

- Cake Decorating and Baking Equipment
- Compact Mobile Cranes
- Deburring Tools
- Electric Scissors
- Electric Stapler
- Electronic Organizers
- Ergonomic and Pneumatic Tools
- Folding Steps
- Graphics Design Software
- Grip Aids
- Hair Scissors
- Height Adjustable Table Legs
- Large-Rated Small Step Ladders
- Light Switch Extension Handles
- Mechanic's Seats and Creepers
- Pickups, Semis, and Heavy Equipment
- Pipettes
- Professional Organizers
- Proper Sitting / Standing Techniques
- Rolling Safety Ladders
- Sewing Aids for Individuals with Vision Impairment
- Stair Assists
- Stools for Cutting Hair
- Talking Bar Code Scanner/Reader
- Talking Money Identifier
- Test Tube Holders
- Tool Balancers
- Vacuum Lifts
- Vacuum Pickup Tools
- Wheelchair Trays

Move Items/People

- Adjustable Exam Tables
- Aerial Lifts
- Animal Lift Tables
- Ball Transfer Tables
- Battery Powered Lift Tables
- Cake Decorating and Baking Equipment
- Carts
- Compact Material Handling
- Compact Mobile Cranes
- Engine Lifts and Lift Plates
- Ergonomic and Pneumatic Tools
- Grab Bars - Toilet Hinged Arm Support
- Hair Scissors
- Large-Rated Small Step Ladders
- Lifting Aids
- Light Switch Extension Handles
- Manhole Cover Lifts
- Multi-Purpose Carts
- Pickups, Semis, and Heavy Equipment
- Pipettes
- Pool Lifts
- Proper Lifting Techniques
- Rolling Safety Ladders
- Spring-Loaded Carts
- Stainless Steel Carts and Worktables
- Swing Away Grab Bars
- Tire Handling
- Transfer Aids
- Transfer Sheets
- Trashcans
- Vacuum Lifts



- Vacuum Pickup Tools
- Walk-up Changing Tables

#### Work Station Access

- Adjustable and Ergonomic School Desks and Equipment
- Adjustable Desk Top Workstations for Office Settings
- Adjustable Workstations for Industrial Settings
- Articulating Keyboard Trays
- Assist Lift Cushions
- Ergonomic Equipment
- Expanded Keyboards
- Forearm Support
- Monitor Risers
- Mousing Surfaces
- Work Platforms

## Situations and Solutions:

The following situations and solutions are real-life examples of accommodations that were made by JAN customers. Because accommodations are made on a case-by-case basis, these examples may not be effective for every workplace but give you an idea about the types of accommodations that are possible.

**An applicant for an administrative position only had the use of one hand.**

The employer requires all employees to be able to type at a certain speed or higher. The applicant states that she is unable to meet this speed with a traditional keyboard, but can with a keyboard designed for one hand use. The employer purchased a one-handed keyboard as an accommodation.

**An employee recently returned to work after having one hand amputated.**

The employee had difficulty using a staple remover. The employer agreed to switch from using staples to paper clips as the employee finds those much easier to work with.

**An employee was having trouble using heavy power tools due to only having the use of one hand.**

The employer provided tool balancers to counter the weight of the tools as an accommodation.

**An applicant for a truck driver position only has the use of one hand.**

The employer agrees to allow the applicant to drive an automatic transmission truck and also outfit that truck with steering grips as an accommodation.

**An employee working as a nursing assistant had the use of only one hand and had difficulty lifting patients to bathe them.**

The employer provided a patient lift as an accommodation.

## Products

There are numerous products that can be used to accommodate people with limitations. JAN's Searchable Online Accommodation Resource at <https://AskJAN.org/soar> is designed to let users explore various accommodation options. Many product vendor lists are accessible through this system; however, JAN provides these lists and many more that are not available on the Web site upon request. Contact JAN directly if you have specific accommodation situations, are looking for products, need vendor information, or are seeking a referral.

## Resources

### **Job Accommodation Network**

West Virginia University  
PO Box 6080  
Morgantown, WV 26506-6080  
Toll Free: (800) 526-7234  
TTY: (304) 293-7186  
Fax: (304) 293-5407  
[jan@askjan.org](mailto:jan@askjan.org)  
<https://askjan.org>

The Job Accommodation Network (JAN) is a free consulting service that provides information about job accommodations, the Americans with Disabilities Act (ADA), and the employability of people with disabilities.

### **Office of Disability Employment Policy**

200 Constitution Avenue,  
NW, Room S-1303  
Washington, DC 20210  
Toll Free: (866) 633-7365  
[odep@dol.gov](mailto:odep@dol.gov)  
<https://www.dol.gov/agencies/odep>

The Office of Disability Employment Policy (ODEP) is an agency within the U.S. Department of Labor. ODEP provides national leadership to increase employment opportunities for adults and youth with disabilities while striving to eliminate barriers to employment.

### **American Occupational Therapy Association**

6116 Executive Boulevard, Suite 200  
North Bethesda, MD 20852-4929  
Direct: (301) 652-6611  
[members@aota.org](mailto:members@aota.org)  
<https://www.aota.org/>

The American Occupational Therapy Association (AOTA) is the national professional association established in 1917 to represent the interests and concerns of occupational therapy practitioners and students of occupational therapy and to improve the quality of occupational therapy services.

### **Amputee Coalition of America**

9303 Center Street  
Suite 100  
Manassas, VA 20110  
Toll Free: (888) 267-5669  
<http://www.amputee-coalition.org>

The Amputee Coalition of America (ACA) is a national, non-profit amputee consumer educational organization representing people who have experienced amputation or are born with limb differences. The ACA includes individual amputees, amputee education and support groups for amputees, professionals, family members and friends of amputees, amputation or limb loss related agencies, and organizations.

### **Enabling the Future**

<http://enablingthefuture.org/>

The e-NABLE Community is an amazing group of individuals from all over the world who are using their 3D printers to create free 3D printed hands and arms for those in need of an upper limb assistive device.

### **Helping Hands Foundation**

P.O. Box 332  
Medfield, MA 02052  
[info@HelpingHandsGroup.org](mailto:info@HelpingHandsGroup.org)  
<http://helpinghandsgroup.org/>

We have as a continuous goal, to provide support, share experiences and supply information to parents, affected children and their siblings. We choose to focus on the individual child and the challenges they may face. We emphasize their abilities, not their disabilities.



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