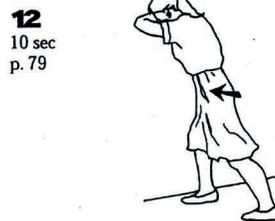
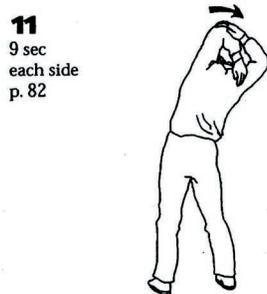
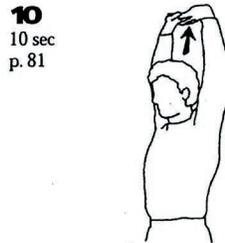
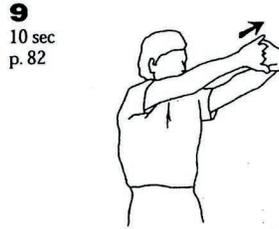
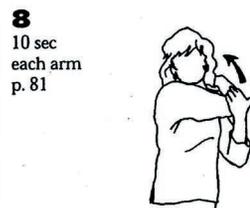
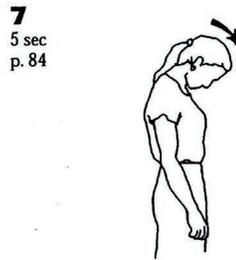
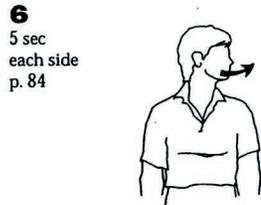
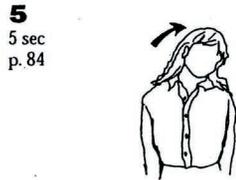
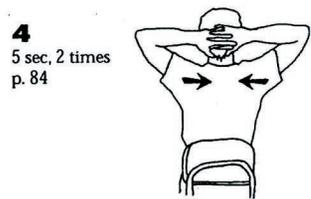
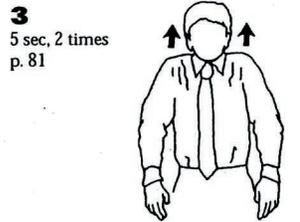
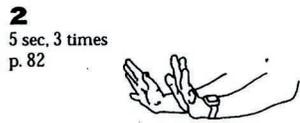
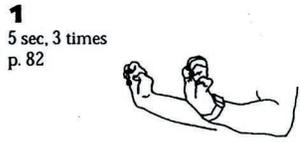


Problem	Possible Causes	Try this!	Problem	Possible Causes	Try this!
Headaches	Muscular tension	Deep tissue massage	Wrist & Forearm Pain	Keyboard/Mouse positioning	Primary work zone
	Stress	Stress mgmt. techniques Regular upper body stretches		Contact forces	Avoid contact points Do not rest on elbows
Irritated & Dry Eyes	Monitor glare	Move monitor Window treatments Overhead task lighting		Striking keys too hard	Reminders (sticky notes, co-workers)
	Distance of monitor	Position monitor arms length		Wrist alignment	Mouse/keyboard positioning
	Prolonged computer use	Take breaks 20/20/20 rule		Gripping too tight	Pens, mouse, etc. Built up pen
	Font selection	Dark font-light background		Lack of breaks	Address poor working habits Recommend/require breaks
	Poor vision	Recommend eye exam		Excessive force on keyboard/mouse	Reminders (sticky notes, co-workers)
	Lack of breaks	Recommend/require breaks		Holding static positions	Poor working habits (take picture)
Neck Pain	Poor head posture	Adjust monitor height Adjust monitor distance Adjust monitor location Document holder	Hand & Finger Pain	Contact points at wrist	Address posture
	Bifocals	If used...drop monitor down		Type of mouse	Alternative mouse? (roller ball)
	Arms extended	Keyboard & mouse closer		Wrist alignment	Address posture
	Cradling the phone	Use headset		Gripping too tight	Address poor working habits
	Armrest	Make sure adjusted properly		Keyboard/mouse positioning	Primary work zone
	Poor work habits/posture	Refer to diagram		Lack of breaks	Address poor working habits Recommend/require breaks
	Lack of breaks	Take breaks! (1 min./hr.)	Poor conditioning	Strength/stretching exercises	
	Shoulder Pain	Poor conditioning	Strength/stretching exercises	Low Back Pain	Elevated shoulder
Forward Head Posture		Ask about eyesight Check monitor position Check posture	Arms extended		Mouse/keyboard positioning
Arms extended		Mouse/keyboard positioning Too high? Too far to the side?	Forward Head Posture		Ask about eye sight Check monitor positioning Check posture
Poor work habits/posture		Posture diagram	Muscle tension		Deep tissue massage Stress mgmt. techniques Regular stretching
Lack of breaks		Encourage/require breaks	Keyboard/mouse positioning		Primary work zone Too high? Too low?
Overhead reaching/lifting		Organize workstation	Seating		Adjust chair Address posture Foot underneath
Elbow Pain		Keyboard too high	Elbows 90 to 120 degrees		Leg & Feet Pain
	Leaning on elbows	Avoid contact points (desk, etc.)	Seating	Poor posture Adjust chair Look for dangling feet Check seat pan depth (2-3 finger widths)	
	Repetitive squeezing/pinching	Have employee list any repetitive tasks	Lack of breaks	Address poor working habits Recommend/require breaks	
	Striking keys too hard	Reminders (sticky notes)	Seating	Poor posture Adjust chair Look for dangling feet Check seat pan depth (2-3 finger widths)	
	Reaching for mouse	Primary work zone	Lack of breaks	Address poor working habits Recommend/require breaks	
	Lack of breaks	Address poor working habits Recommend/require breaks			

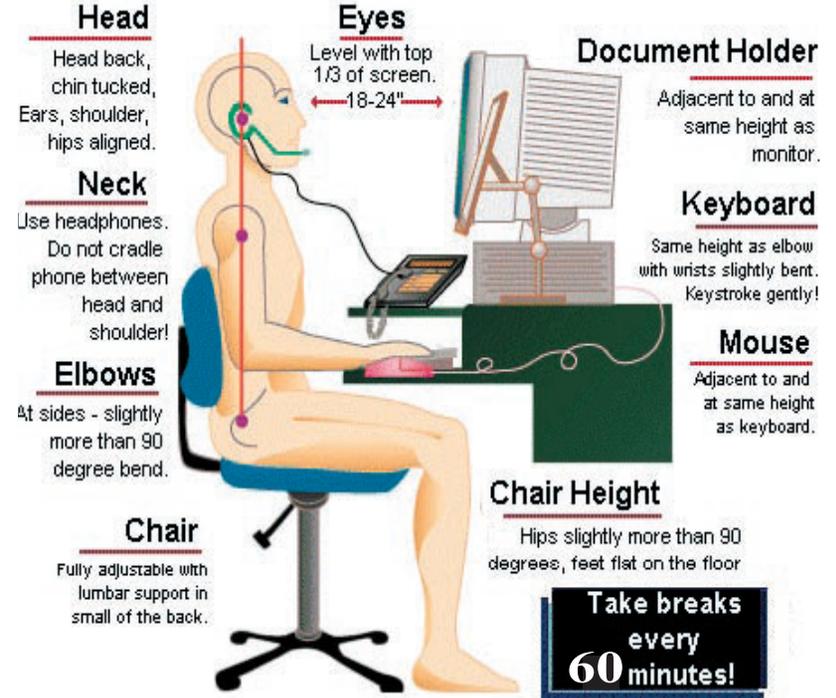
DESK STRETCHES

- Breathe easily
- No bouncing or forcing
- No pain!
- *Feel* the stretch
- Relax
- See Stretching Instructions, pp. 77-84



- Prolonged sitting at a desk or computer terminal can cause muscular tension and pain.
- Taking a few minutes to do a series of stretches can make your whole body feel better.
- Learn to stretch spontaneously throughout the day whenever you feel tense.
- Don't just do seated stretches, but do some standing stretches too. Good for circulation.

Posture Neutral Position



Posture Neutral Position

Keeping your body's joints in mid-range of motion while working at the computer is known as "neutral posture." When your arms are relaxed at your sides and not reaching, they are in neutral posture. Wrists that are kept straight (not bent down, up, or to either side) are also in neutral posture. Maintaining neutral posture will not only keep you safer, it can make you more comfortable and productive.