

HEADACHES, NECK & EYE FATIGUE		BACK TO TOP
PROBLEM	POSSIBLE CAUSES	TRY THIS!
Headaches	Muscular tension	Deep tissue massage Stress management techniques Regular upper body stretches
	See NECK PAIN and VISION CONCERNS below	
Vision concerns Itchy and irritated eyes	Need corrective lenses or new prescription	Consult Optometrist/Ophthalmologist
	Inadequate screen contrast	Adjust contrast and brightness of display. Clean screen frequently.
	Glare/reflections	Reduce glare on screen - Adjust window treatments throughout day - Place screen perpendicular to light sources - Use proper lighting and task lighting for visually demanding tasks
	Incorrect viewing distance	Place the screen so you can see it without holding your head forward. To determine the correct distance, sit as far away as you can and still read font size 12. Then move in one-third that distance.
	Prolonged screen viewing	Take eye breaks to look at least 20 feet away every 20 minutes for 20 seconds and do eye exercises . Remember to blink.
	Display refresh rate conflict with fluorescent lighting flicker.	If possible, adjust your monitor to a higher refresh rate than 60 Hz.
Overall Neck Pain	Constrained head postures to view screen and documents	Use adjustable height/angle copyholder to keep reference materials upright at desk and computer station. If possible, place the computer slantboard between the keyboard and monitor. Raise and lower your eyes, not your head, to read.
	Extended arms	Place frequently used items within close reach. Keep mouse directly next to keyboard or over number keys (use a mouse bridge).

	Incorrect screen height (no bifocals)	Adjust monitor height so top of screen is at, or slightly lower than, eye level. Or, if your work is done at the bottom of the screen, place the monitor so your straight-ahead vision is at the top of the working screen.
	Bifocals not corrected for computer work (head tilted back)	Get glasses prescription for computer work.
	Poor posture habits Muscle tension	Adjust chair correctly Adjust lighting Alternate tasks Adjust keyboard height Adjust display height
	Monitor to the side	Move monitor in front of you in line with the keyboard.
	Cradling the phone (i.e., holding telephone receiver between your neck and shoulder).	Use a headset .

SHOULDER PAIN		BACK TO TOP
PROBLEM	POSSIBLE CAUSES	TRY THIS!
Shoulder pain	Poor conditioning	Shoulder rolls and other stretches Range of motion exercises.
	Forward head posture	Adjust chair height (it might be too low) Adjust monitor distance (it might be too far) Adjust keyboard/mouse height (they might be too high)
	Upper back tension	Back and neck massage Regular stretches of the upper body
	Extended arms	See NECK PAIN above.

	Reaching overhead	Stand to reach anything overhead. Use a stepstool when necessary. Lower shelves.
--	-------------------	--

ELBOW PAIN		BACK TO TOP
PROBLEM	POSSIBLE CAUSES	TRY THIS!
Elbow pain	Keyboard raised in back	Front of keyboard should be higher than back Lower back feet Tilt back of keyboard tray/keyboard down
	Forearm tension	Use light grip on the mouse or writing tools Take frequent breaks from repetitive and/or forceful activities (e.g., gripping, lifting, rotating forearms to use tools, holding books, writing, typing, etc.) Stretch forearms once an hour (See Stretches).
	Leaning on elbow	Do not lean on armrests while typing, mousing, driving, reading or eating.
	Keyboard too high	Lower keyboard surface so keyboard is even with sitting elbow See Workstation Design
	Extended arms	See NECK PAIN above.

FOREARM PAIN		BACK TO TOP
PROBLEM	POSSIBLE CAUSES	TRY THIS!

Pain on top of forearm along pinkie side (AKA "Tennis Elbow")	Wide elbow angle using conventional keyboard.	Try using alternative keyboard, such as Goldtouch, MS Natural, Adesso NuForm or TruForm or Logitech split keyboard
	Extended wrist position (e.g., resting wrist on desk or wristrest to type)	Relax your hands while you type, with your wrist even with your forearm. NEVER rest your wrist on anything while you type.
	Flat fingered typing	Keep your wrist even with your forearm, with your fingers sloped downwards.
	Deviating wrists	Move your whole arm to move the mouse or to type. Do not drop your wrist and pivot on it. When using tools, keep your hand straight to the forearm.
	Leaning on elbow	Do not lean on elbows while typing, mousing, driving, eating, reading
Pain on bottom of forearm (AKA "Golfer's Elbow")	Flexed wrists (i.e., hand curled towards forearm)	Keep wrists flat and straight, even with forearm.
	Resting on desk so edge of desk cuts into forearm	Do not lean on worksurface while working.
Forearm Fatigue	all of the above Causes	all of the above solutions
	Gripping tools too tightly	Hold writing, cooking, gardening, arts/crafts, construction tools with as light a grip as possible. Use tools that fit your hand. Pad the grip, if necessary.

	Overuse of flexor and extensor muscles	<p>Take breaks from repetitive, gripping work</p> <p>Stretch hands and forearms once an hour</p> <p>Massage forearm daily.</p>
--	--	--

HAND PAIN		BACK TO TOP
PROBLEM	POSSIBLE CAUSES	TRY THIS!
Numbness in fingers; pain in wrists	Dropped wrists	Keep wrists flat and straight, even with forearms, fingers should be below wrist.
	Resting wrists on edge of desk or wristrest while you type	Do not rest wrists while you type or mouse.
	Gripping tools too tightly	<p>Hold writing, cooking, gardening, arts/crafts, construction tools with as light a grip as possible.</p> <p>Use tools that fit your hand.</p> <p>Pad the grip, if necessary.</p>
	Wrong keyboard/mouse position	<p>Keyboard and mouse should be even with elbows, directly in front of your body.</p> <p>(See Workstation Design Guidelines.)</p>
	Overuse of hands	<p>Take frequent breaks from repetitive, gripping work.</p> <p>Fan fingers and shake hands out at least once an hour.</p>
	see Forearm Pain	

Thumb pain	Holding thumb up while typing	Relax hands while typing.
	Using trackball with thumb ball.	Use another input device.
	Hitting space bar too hard	Use a light touch to type.
Pain in fingertips	Pounding keyboard	Use a light touch to type.
	Gripping tools too tightly	Hold writing, cooking, gardening, arts/crafts, construction tools with as light a grip as possible. Use tools that fit your hand. Pad the grip, if necessary.

BACK PAIN		
PROBLEM	POSSIBLE CAUSES	
<u>Upper back pain</u>	Poor conditioning	<u>Stretching and strengthening exercises</u>
	Elevated shoulders Forward head Extended arms	Maintain neutral posture when doing any task: Keep shoulders relaxed, down and back. Keep head directly over shoulders. Keep elbows at your sides as much as possible.
	Muscle tension	<u>Massage tight, sore area on a regular basis.</u>
	Poor seating	Chair should provide adequate lumbar support. Adjust chair backrest to support low back.
<u>Low back pain</u>	Sitting too long	STAND at least once an hour. Stand to read or talk on the phone.

	Poor posture	Sit all the way back in the chair. See upper back pain.
	Sitting with one foot under buttocks	Keep feet flat on floor or on a footrest.
	Poor seating	Use a chair that adjusts to fit you. Adjust the seat and back angle to give you adequate support.
	Feet do not touch the floor	Use a footrest or lower the chair (as long as the keyboard and mouse can be lowered).
	Extended arms	See neck pain
	Twisting while sitting	Turn your whole body to face work or people. Reorganize the desk to eliminate the need to twist.
	Keyboard/mouse too high	Lower keyboard surface so keyboard is even with sitting elbow See Workstation Design

LEG AND FOOT PAIN		BACK TO TOP
PROBLEM	POSSIBLE CAUSES	TRY THIS!
Numbness in legs Swelling in feet	Seat pan cuts off circulation	Use chair with sliding seat pan. Tilt chair slightly forward.
	Feet dangle	Use footrest or lower the chair (if the keyboard/mouse can be lowered).
	Sitting with one foot under buttocks	Keep feet flat on floor or on a footrest. Stand if you feel you need to sit on your feet, stretch, then sit down again.
Shooting leg pains	Sitting too long	Take short walks every hour. Check with back care professional.