

# Symptoms to solutions

## Ideas for solving some common office ergonomics issues

Place of discomfort	Symptoms	Things to look for	Possible solutions
<b>WRIST</b> Around your palm or all around your wrist	<ul style="list-style-type: none"> <li>Achy pain</li> <li>Hurts to grip</li> <li>Pain radiates up your forearm</li> <li>Numbness/tingling in thumb and first two fingers</li> </ul>	<ul style="list-style-type: none"> <li><b>Mousing</b> - Your wrist is planted flat on the table or on wrist rest and you're excessively moving the mouse back and forth</li> <li><b>Keyboarding</b> - You have broad shoulders and use a standard keyboard, so wrists are bent toward the pinky</li> </ul>	<ul style="list-style-type: none"> <li><b>Replace mouse</b> - Use a "handshake" mouse, like a 3M Renaissance Joystick mouse</li> <li><b>Hand posture</b> - Lay your hand on the side of the mouse in a handshake position and gently cup the mouse</li> <li><b>Lower work surface</b> - Ensure your upper arms are at the sides of your body or reaching forward less than 45 degrees. Keep elbows at your side -- no chicken-winging (abduction)</li> <li><b>Replace keyboard</b> - Consider a split keyboard instead of a standard keyboard</li> </ul>
<b>WRIST</b> Back of wrist	<ul style="list-style-type: none"> <li>Achy pain on the back of your hand and wrist</li> </ul>	<ul style="list-style-type: none"> <li><b>Mousing</b> - Your wrist is planted flat on the table or on wrist rest and you're excessively moving the mouse back and forth</li> </ul>	<ul style="list-style-type: none"> <li><b>Replace mouse</b> - Use a "handshake" mouse, like a 3M Renaissance Joystick mouse</li> <li><b>Hand posture</b> - Lay your hand on the side of the mouse in a handshake position and gently cup the mouse</li> </ul>
<b>ELBOW</b>	<ul style="list-style-type: none"> <li>Numbness and tingling in your last two fingers</li> </ul>	<ul style="list-style-type: none"> <li>Your elbow is planted on the chair arm rest</li> <li>Your elbow is planted on the desk</li> </ul>	<ul style="list-style-type: none"> <li><b>Lower work surface</b> - Ensure your upper arms are at the sides of your body or reaching forward less than 45 degrees. Keep elbows at your side -- no chicken-winging (abduction)</li> <li><b>Avoid planting elbows</b> - on arm rests or directly on the desk surface</li> </ul>

<b>SHOULDER</b>	<ul style="list-style-type: none"> <li>• Persistent achy muscular pain. Pain worsens throughout the day</li> </ul>	<ul style="list-style-type: none"> <li>• Your upper arm is chicken winged out to the side (elbow is abducted away from body)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Replace keyboard</b> - Consider a split keyboard instead of a standard keyboard</li> <li>• <b>Lower work surface</b> - Ensure your upper arms are at the sides of your body or reaching forward less than 45 degrees. Keep elbows at your side -- no chicken-winging (abduction)</li> </ul>
	<ul style="list-style-type: none"> <li>• Shoulder hurts in specific positions</li> </ul>	<ul style="list-style-type: none"> <li>• Repetitive reaching for items at your workstation</li> <li>• Repetitive reaching and lifting (e.g., heavy binders on an upper shelf)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reduce reach distance</b> - Move heavy and frequently used items closer or behind you so you have to stand or swivel to reach them</li> <li>• <b>Lower work surface</b> - Ensure your upper arms are at the sides of your body or reaching forward less than 45 degrees. Keep elbows at your side -- no chicken-winging (abduction)</li> </ul>
<b>NECK</b>	<ul style="list-style-type: none"> <li>• Achy pain radiating up from the top of your shoulders to the back of your neck</li> </ul>	<ul style="list-style-type: none"> <li>• Slouching or head tilted forward. You tend to frequently lean forward (NOTE - people often start the day sitting upright but tend to slouch and lean forward toward the end of the day)</li> <li>• Frequently on phone and cradling receiver</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Raise monitor</b></li> <li>• <b>Raise work surface</b></li> <li>• <b>Take microbreaks</b> - Stand, stretch, and move around every hour for 1-2 minutes</li> <li>• <b>Use a document holder</b> - If you refer to documents flat on your desk, consider an inline document holder</li> <li>• <b>Get a headset</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Pain in the back of your neck like a tension headache</li> </ul>	<ul style="list-style-type: none"> <li>• Head is tilted backwards</li> <li>• You wear bifocals</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Raise monitor</b></li> <li>• <b>Prescription eyewear</b> - If you're wearing glasses or bifocals check to make sure your prescription is still accurate</li> </ul>
<b>LOW BACK</b>	<ul style="list-style-type: none"> <li>• Achy pain in your low back and have shooting pain down your leg</li> </ul>	<ul style="list-style-type: none"> <li>• Slouching forward</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Raise work surface</b></li> <li>• <b>Take microbreaks</b> - Stand, stretch, and move around every hour for 1-2 minutes</li> <li>• <b>Raise monitor</b> - If you don't wear bifocals, raise the monitor so that the top two thirds of the screen are at eye level. This can prevent slouching throughout the day</li> <li>• <b>Remove wallet</b> - Remove your wallet from your pocket</li> </ul>
		<ul style="list-style-type: none"> <li>• Unable to use chair backrest</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Replace chair</b> - If your seat pan is too long it could cause you to perch in your chair and not use the back rest. Also make sure you have good lumbar support</li> </ul>