

It's a fact...

You can troubleshoot pain and discomfort in your office.

If you have—	It's probably caused by—	Try this to eliminate or reduce your pain—
<p>Neck, upper back, and shoulder tightness, tension, or discomfort</p>  	<p>Head is too far forward during reading, writing or viewing the computer screen.</p>	<p>Elevate work surface, reading materials, and computer screen so as to keep the head and trunk relationship more vertical.</p>
	<p>Hands and arms are not supported while typing, inputting data, writing, or using hands in manipulating or holding work.</p>	<ul style="list-style-type: none"> ◆ Use armrest, palm rest, or work surface to counterbalance and support the weight of the hands and arms. ◆ For typing tasks, allow the upper arms to hang naturally at the side and use palm rests or wrist rests.
	<p>Head is too far back during reading, writing, or viewing the computer screen.</p>	<ul style="list-style-type: none"> ◆ Tilt the seat and backrest forward so as to keep the head and trunk relationship more vertical. ◆ Consider lowering the computer screen or document if using bifocals/progressive lenses.
	<p>Leaning forward on the work surface and supporting the weight of the head and trunk.</p>	<ul style="list-style-type: none"> ◆ Use chair and backrest as support instead of the arms. ◆ Lower the work surface to support the arms.
	<p>Head and neck are tilted in a lateral direction holding the telephone between the shoulder and ear.</p>	<p>Use a headset.</p>
<p>Hand, wrist, and lower arm discomfort</p> 	<p>The wrist is deviated in an unnatural position.</p>	<p>Arrange the keyboard (or other input device) to produce a neutral wrist position.</p>
	<p>Excessive application of force during typing/keying.</p>	<p>Reduce excessive force through training and practice.</p>

If you have—	It's probably caused by—	Try this to eliminate or reduce your pain—
<p>Lower back pain and discomfort</p> 	<p>Lumbar curvature is not being maintained and supported.</p>	<ul style="list-style-type: none"> ◆ Bring backrest in further horizontally through an in-and-out adjustment or by tilting forward, and/or changing the lumbar curvature adjustment (if equipped). ◆ Adjust backrest vertically so that it is placed just slightly above the pelvis to provide support in the lumbar region (lower back).
	<p>Major thigh muscle is pulling on the spine because feet are dangling or unsupported.</p>	<ul style="list-style-type: none"> ◆ Lower chair and/or use footrest so that feet are supporting the weight of the feet and lower legs only. ◆ Adjust backrest vertically so that it is placed just slightly above the pelvis to provide support in the lumbar region (lower back).
<p>Buttocks discomfort</p> 	<p>Sitting too far forward in the seat pan and not using the backrest.</p>	<p>Sit deeper in the chair. It may be necessary to adjust the backrest horizontally and/or vertically, and/or the tilt angle.</p>
	<p>There is too much pressure on the buttocks.</p>	<p>Raise the chair height and/or sit deeper in the chair to distribute the pressure more evenly from buttocks to thighs.</p>



MORE INFO ON EFFECTIVE COMPUTER WORKSTATION DESIGN

Refer to *Creating the Ideal Computer Workstation: A Step by Step Guide*, available at the working group's Web site, www.ergoworkinggroup.org.



This fact sheet is a product of the DoD Ergonomics Working Group. Written for both supervisors and workers, the fact sheet provides basic information on ergonomics. For more information, visit the working group's Web site at www.ergoworkinggroup.org.