

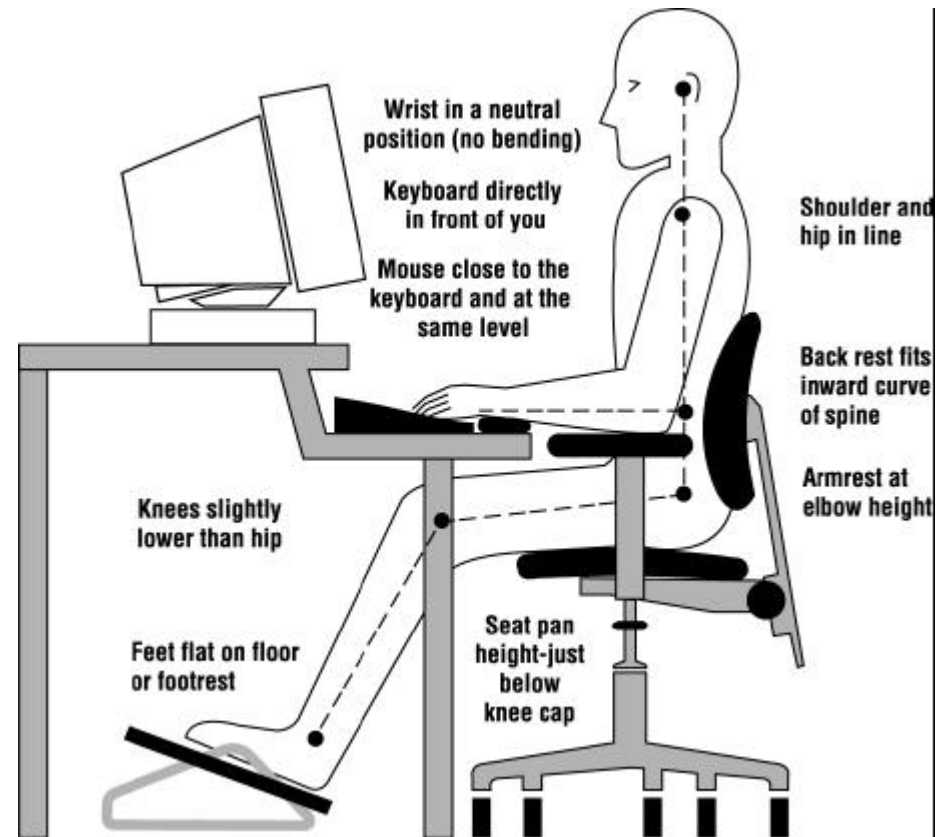
COMMON SYMPTOMS and CAUSES

<u>SYMPTOM</u>	<u>CAUSE</u>
Neck & Shoulder Discomfort	<ul style="list-style-type: none"> ✓ monitor too high ✓ chair too low ✓ monitor or document holder too far to the side ✓ slumping, slouching, twisting ✓ reaching above shoulder
Elbow Discomfort	<ul style="list-style-type: none"> ✓ desk too high ✓ mouse too far away ✓ wrist bent up, down, to left, or to right ✓ tense or too tight grip on mouse
Wrist Discomfort	<ul style="list-style-type: none"> ✓ excessive up and down wrist and finger movement ✓ typing with wrists bent upwards ✓ tense or tight grip on a mouse
Fatigue	<ul style="list-style-type: none"> ✓ sitting and keying without breaks and exercises

OTHER TIPS

- Organize work so you can vary tasks that allow for changes in position.
- Hold the telephone handset with one hand keeping the neck straight.
- Use a headset for extensive telephone use.
- Use the whole arm and shoulder to move the mouse. This spreads the work over larger muscles, not just the small hand muscles.
- Avoid leaning on the wrist and arm when using the mouse.

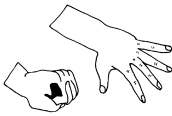
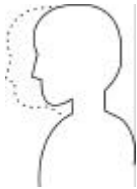




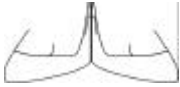





YOU AND YOUR WORKSTATION



Prepared by Occupational Health & Safety
Telephone (780) 408-8413

EXERCISES TO DO IN THE OFFICE

Exercises at the Desk

<p>Hand and Forearm Exercises</p> <p>1. Tightly clench your hands into fists, then snap your fingers open. Repeat</p>		<p>Head Glide</p> <p>Sit or stand upright. Without lifting chin, glide head straight back. You know you're doing this exercise right if it gives you the feeling of a double chin. Hold for 20 counts and repeat 5-10 times.</p>	
<p>2. Keeping elbow straight, grasp involved hand and slowly bend wrist down until you feel a stretch. Hold 3-5 seconds. Relax. Repeat 3 times.</p>		<p>Neck Relaxer</p> <p>Drop your head slowly to the left, trying to touch your left ear to your left shoulder. Repeat on the right side. Slowly drop your chin to your chest, turn your head all the way to the left, then turn all the way to the right.</p>	
<p>3. With involved hand in a handshake position, grasp and slowly turn it to a palm down position until you feel a stretch. Hold 3-5 seconds. Relax. Repeat 3 times.</p>		<p>Middle/Upper Back Stretch</p> <p>Hold your right arm with your left hand just above the elbow. Gently push your elbow toward your left shoulder. Hold stretch for 5 seconds. Repeat on left arm.</p>	
<p>4. Sitting with elbows on table and palms together, slowly lower wrists to table until you feel a stretch. Be sure to keep palms together throughout the stretch. Hold 5-7 seconds. Relax. Repeat 3 times.</p>		<p>Back Curl</p> <p>Grasp shin. Lift leg off the floor. Bend forward (curling the back), reaching nose toward the knee. Repeat with the other leg.</p>	
<p>Shoulder Shrug</p> <p>Raise the top of your shoulders toward your ears until you feel slight tension in your neck and shoulders. Hold this feeling of tension for 3-5 seconds, then relax your shoulders downward into their normal position. Do this 2-3 times.</p>		<p>Leg Lift</p> <p>Sit forward on the chair so that your back is not touching the chair's back. Place feet flat on the floor. With a straight leg, lift one foot a few inches off the floor. Hold momentarily, return it to the floor. Repeat with the other leg.</p>	
<p>Shoulder Roll</p> <p>Slowly roll your shoulders backward five times in a circular motion. Then roll shoulders forward.</p>		<p>Ankle Flex and Stretch</p> <p>Hold one foot off the floor, leg straight. Alternately flex ankle (pointing toes up) and extend (pointing toes toward the floor). Repeat with the other leg.</p>	

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