



# Upper Body Solutions


## Always Work With Your Wrists Straight.

Avoid	Common Causes	Common Solutions
<p>Wrist bent</p> 	Keyboard too high or too low	Use an adjustable keyboard support. Adjust your chair height or work surface.
	Keyboard tilted upwards	Use a split keyboard.
	Using an input device	Try an alternative input device (mouse, trackball, trackpad).
	"Planting" wrist on support while keying	Keep your forearms, wrists and hands aligned in a straight, neutral line.
	Pivoting wrist while mousing	Keep your keyboard close, shoulder and wrist relaxed while keying.  When using a portable computer, use the palm support during pauses, not while keying.  When using a portable, use two hands to "point and click".  Use your whole arm when mousing.
	One handed key combinations	Use two hands for key combinations.


## Keep Your Upper Arm Positioned Near Your Sides.

Avoid	Common Causes	Common Solutions
<p>Arms extended</p> 	Using an input device at a different surface height than your keyboard	Use a worksurface or a keyboard support that accommodates both devices.
	Reaching for an input device	Try a more compact input device.  Use a more compact keyboard or mouse bridge.  Position your input device directly to the right or left of your keyboard
	Keyboard too high or too low	Use an adjustable keyboard support.  Adjust your chair height.
	Monitor too close	Position your monitor to accommodate your visual needs while avoiding over-reach to input devices.
	Materials stored under the workstation interfere with leg space.	Do not store materials in your leg space.  Use vertical storage.
	Keyboard support restricts leg clearance.	Use a low profile keyboard support.  Adjust the keyboard support to allow for more leg clearance.


### Work With Your Shoulders in a Relaxed Position.

Avoid	Common Causes	Common Solutions
Shoulders raised 	Armrests pushing up on the elbows	Lower or remove the armrests.
	Keyboard support too high	Lower the keyboard support. Use an adjustable keyboard support.
	Armrests interfere with work surface	Raise your chair and use a foot rest. Adjust / remove armrests.
	Physical tension or stress	Take short breaks to stretch. Recognize and reduce sources of stress.


### Keep Your Neck Straight While Working.

Avoid	Common Causes	Common Solutions
Neck bent 	Cradling a phone between the shoulders and neck	Use a phone headset or speaker phone. Hold the phone in your non-dominant hand.
	Unable to touch type	Learn to touch type.
	Source documents on table top	Use a document holder next to or in front of your monitor.
	Monitor not directly in front of the keyboard	Position the keyboard in line with the monitor.
	Monitor too high or too low	Position monitor at eye level or slightly below. Adjust the monitor height and tilt.
	Trying to read monitor through bifocal glasses	Consider using single focus lenses at the computer.

### Keep Frequently Used Items Within Easy Reach.


Avoid	Common Causes	Common Solutions
Awkward motions 	Extended reaching to reference materials	Store materials within 16 - 18 inches. Move yourself to the materials rather than reaching. Organize your desk top.
	Reaching for the phone	Position the phone within easy reach. Use a phone headset.

**Vary Your Tasks to Allow Movements and Breaks.**

Avoid	Common Causes	Common Solutions
Prolonged postures 	Prolonged keying or mousing	Stand up; take frequent, short breaks. Vary your tasks so that you alter your posture. Exercise regularly to maintain overall health and fitness. Use a phone headset.
	Extensive phone use	Frequently look into the distance for a moment.
	Prolonged monitor viewing	Close your eyes periodically.

## Back and Legs Solutions

**Keep From Slouching Forward While Working.**

Avoid	Common Causes	Common Solutions
Back bent 	Monitor positioned too low or far away	Raise your monitor. Bring the monitor within 18-24 inches.
	Unable to touch type	


**Maintain Proper Alignment.**

Avoid	Common Causes	Common Solutions
Awkward Sitting Postures	Inadequate lumbar support from the chair	Use a lumbar cushion. Adjust your chair's lumbar support. Use a chair that is the correct size for you.
	Arm rests interfere with work surface	Adjust or remove the arm rests.
	No foot support	Try to set up your work area so that your feet are on the floor. If necessary, use a foot rest.
	Vision	Position the monitor and reference materials within easy viewing distance




<p>Fatigue</p>	<p>Take breaks and change position often to avoid muscle tension and fatigue.</p>
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**Keep Frequently Used Items Within Easy Reach.**

Avoid	Common Causes	Common Solutions
<p>Awkward motions</p> 	<p>Extended reach to reference items</p>	<p>Store materials within easy reach. Keep your elbows at your side.</p> <p>Organize your desk top.</p> <p>Position reference materials within easy reach.</p>
	<p>Reaching for the phone</p>	<p>Position the phone within easy reach.</p> <p>Use a phone headset.</p>

**Take Care When Exerting Large Forces.**

Avoid	Common Causes	Common Solutions
<p>Lifting and moving</p> 	<p>Lifting boxes from the floor</p>	<p>Do not store items on the floor.</p>
	<p>Carrying boxes or equipment</p>	<p>Use proper lifting techniques.</p> <p>Get help or use a lifting aid.</p> <p>Use a cart.</p>
	<p>Carrying or traveling with portable computers</p>	<p>Pack light and check luggage when possible.</p> <p>Use luggage with wheels.</p> <p>Avoid over reaching, twisting or lifting over head.</p>
	<p>Pushing carts</p>	<p>Maintain caster in clean, operating condition.</p> <p>Match the casters to the floor type</p>