

| If you are experiencing... | Look at... | Chances are... | Remedy |
|--|------------------------------------|--|---|
| Headaches or Eye Strain | Contrast on monitor | There are extreme contrasts of color. | Adjust contrast of monitor and brightness together to get the maximum possible brightness without blurring. |
| | Glare on monitor | The monitor is located directly under an overhead light fixture. | <ol style="list-style-type: none"> 1. Relocate monitor to eliminate glare. 2. Install anti-glare screen. 3. Light screen background creates less glare than a dark background. 4. Install window treatments to shield light source. |
| | Size of fonts | The font size is too small. | Increase font size |
| | Distance of monitor | The monitor may be too close or far. | Place monitor directly in front of you, at approximately an arm's length away. |
| | Lighting | There is insufficient lighting. | Install task lighting to read document. |
| | Document holder | The document holder is not at the proper height or distance. | Use a document holder to have documents in close proximity and at the same focal distance as monitor. |
| TAKE A BREAK | | | |
| Neck Discomfort | Height of monitor | The monitor is too high or too low. | The top of the monitor screen should be at eye level or slightly lower. If necessary, use a monitor riser. |
| | Positioning of monitor | The monitor is not aligned properly. | Monitor should be in alignment to chair and keyboard. |
| | Is there a document holder? | Your neck postures are changing repeatedly. | Use a document holder to position documents close to the monitor and at the same focal distance as monitor. |
| | Neck position when using telephone | Your neck may be in an awkward posture. | Avoid extreme bending of the neck while on the phone. Use a shoulder rest; or for frequent phone use, consider a headset. |
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| Shoulder Discomfort | Location of mouse | The mouse is not located next to the keyboard. | Place mouse to the right or left of the keyboard on the same level. |
| | Height of keyboard | The keyboard is too high or too low. | Keyboard/keyboard tray should be adjusted so that the elbows are close to the body and at a 90 degree angle; wrists are 180 degrees or slightly greater. |
| | Distance of frequently used items | Items may be out of reach. | Anything used frequently throughout the day should be within an arm's reach. Relocate frequently used work tools (such as phone, stapler) closer to workstation. |
| TAKE A BREAK | | | |
| Back Discomfort | Chair adjustments | The chair may not be adjusted to accommodate you correctly. | Basic chair adjustments: <ol style="list-style-type: none"> 1. Adjust height of chair for easy reach of keyboard/keyboard tray. Forearms should be parallel to floor. 2. Sit all the way back in the chair. 3. Lumbar support should rest on lower area of back. 4. There should be a 2-3" space between the back of your knees and the front edge of your chair. 5. Feet should rest firmly on the floor or footrest. |
| TAKE A BREAK | | | |
| Elbow Discomfort | Position of arm | Your arm is in an awkward posture. | In order to produce less stress on tendons and nerves, position elbow at a 90-degree angle. |
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| Wrist or Hand Discomfort | Keyboard tray, chair, and monitor. | They are not be in proper alignment. | The keyboard tray and monitor should be in alignment so there is no twisting or deviation of the body including the wrists and torso. Adjust keyboard tray, monitor and chair in alignment as if there was a straight common line. |
| | Are you centered with keyboard or keyboard tray? | The keyboard or keyboard tray may be too far to the left or right. | When working with a keyboard tray, the body should be <ul style="list-style-type: none"> • centered with the keyboard not the keyboard tray; • centering with the keyboard tray deviates the wrists which is awkward to the body. The mouse should be placed next to the keyboard and on the same level. |
| | Are your wrists supported? | Your wrists are bent in an upward or downward position. | <ol style="list-style-type: none"> 1. Wrists should remain straight and relaxed when working on the computer. Using a wrist rest may provide greater support when working on the computer. A padded wrist rest helps keep wrist in a neutral posture and soften hard corners. 2. If your workstation does not allow straight wrists, a keyboard tray may need to be installed. |
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| Leg or Feet Discomfort | Is upper body in a comfortable working posture? | ...your feet are not supported. | Use a footrest to support feet, so your feet can rest at a slight angle while knees remain at hip level. |
| | Height of chair | ...your chair is too high or too low. | The right chair height helps relieve cramping and stiffness in your legs. Adjust the chair lower/higher to a comfortable fit, keeping your legs in a 90 degree angle. |
| | Legroom | ...there is limited space between your legs and the desk. | Your feet should rest firmly on the floor or footrest with 3-6" of legroom between your leg and desk/keyboard tray. |
| TAKE A BREAK | | | |