



UNIVERSITY POLICE AND SAFETY OFFICE
DIVISION OF FINANCE AND ADMINISTRATION

| Problem | Possible Causes | Try This! |
|---------------------------------|--|---|
| Headaches | Muscular tension | Frequent breaks and stretching exercises |
| | Stress | Stress management & body stretches |
| | Vision | Recommend eye exam or move the monitor |
| | Head extended forward or tilted | Adjust the monitor |
| Irritated & Dry Eyes | Distance of the monitor | Position monitor for your vision |
| | Prolonged computer use | Take frequent mini breaks |
| | Size of the font/characters | Adjust for your vision - larger/smaller |
| | Glare on the monitor | Provide glare screen, move monitor, task lighting |
| | Color of the print | Dark font on light background |
| | Dusty and dirty screen | Keep screen dusted and clean |
| | Lighting | Increase/decrease lighting or task lighting |
| | Lack of frequent mini breaks | Every 20 minutes/20 sec. break/look 20 ft. away |
| Neck Pain | Vision | Recommend eye exam |
| | Poor head posture Tilted up, back, forward or to the side | Adjust the monitor height Adjust the monitor distance Adjust the monitor location - straight ahead Use a document holder - in front of monitor |
| | Poor head posture Tilted up, back, forward or to the side | Drop the monitor down |
| | Arms extended | Move the keyboard and mouse closer |
| | Shoulders elevated/raised | Drop the armrest Maintain neutral posture - relax shoulders |
| | Armrest high/low | Adjust properly - maintain go• angle |
| | Poor work habits/posture | Use equipment and time properly Use proper body posture and body mechanics |
| | Phone | Avoid cradling the phone, use headset/rest |
| Shoulder Pain | Lack of frequent mini breaks | Every 20 minutes/20 sec. break/look 20 ft. away |
| | Shoulders elevated/raised | Drop the armrest Maintain neutral posture - relax shoulders |
| | Arms extended | Move the keyboard and mouse closer |
| | Armrest high/low | Adjust properly - maintain go• angle Avoid leaning on elbows |
| | Poor work habits/posture | Use equipment and time properly Use proper body posture and body mechanics |
| | Lack of frequent mini breaks | Every 20 minutes/20 sec. break/look 20 ft. away |
| | Poor conditioning | Strength/stretching exercises |
| | Forward head posture | Check monitor position |
| Cradling the phone | Use fixed headset/rest or speaker phone | |

| Problem | Possible Causes | Try This! |
|----------------------|---|--|
| Elbow Pain | Keyboard too high | Maintain elbows at 90° angle |
| | Leaning on elbows | Adjust arm rest of the chair & sit-up straight |
| | Pressure points | Avoid sharp edges of the desk |
| | Prolonged repetition | Avoid prolonged repetition & take mini breaks |
| | Pinch gripping | Avoid pinch gripping or choking the mouse |
| | Striking keys too hard | Check keyboard for problems & address stress |
| | Reaching for mouse or keyboard | Maintain elbows at 90° & move closer to work |
| | Reaching for the phone | Move phone closer to the operator |
| | Lifting binders/material that are too large/heavy | Maintain material in smaller binders and maintain an acceptable load limit |
| | Pulling/lifting & extreme exertion | Push instead of pull & use legs and hips for lifting |
| Wrist & Forearm Pain | Lack of frequent mini breaks | Every 20 minutes/20 sec. break/look 20 ft. away |
| | Keyboard/mouse positioning | Align elbows with the keyboard and mouse Reduce edges and pressure points |
| | Repetitive Motion | Reduce the number of motions Job rotation |
| | Contact forces/ pinch points | Avoid pinch/contact points and resting on elbows |
| | Striking keys too hard | Replace keyboard if keys are sticking Take a stress break and back away from work |
| | Choking the mouse | Use a smaller mouse or one that fits your hand Slow down the cursor |
| | Gripping too tight | Use smaller binders |
| | Wrist alignment | Hands in neutral posture and elbows at 90° |
| Hand & Finger Pain | Wrist rest | Provide wrist that is proper height |
| | Lack of frequent mini breaks | Every 20 minutes/20 sec. break/look 20 ft. away |
| | Excessive force-keyboard/mouse | Replace keyboard if keys are sticking Take a stress break |
| | Type of mouse | Use a smaller mouse or one that fits your hand |
| | Wrist alignment | Hands in neutral posture and elbows at 90° Use tools that |
| | Gripping too tight | Use ergonomic pens, pencils, tools, etc. |
| | Keyboard/mouse positioning | Align elbows with the keyboard and mouse |
| Low Back Pain | Lack of frequent mini breaks | Every 20 minutes/20 sec. break/look 20 ft. away |
| | Poor conditioning | Strength and stretching exercises |
| | Sitting forward in the chair | Address posture |
| | Lack of lumbar support | Provide chair with adjustable lumbar support |
| | Feet dangling | Adjust chair height or provide foot rest |
| | Lack of an adjustable seat pan | Provide chair with adjustments |
| | Elevated shoulders | Maintain neutral posture and elbows at 90° |
| | Arms extended | Move closer to your work and elbows at 90° |
| Leg & Feet | Lifting/Carrying | Follow proper lifting/carrying procedures |
| | Pressure on the back of the knees | Adjust seat pan depth (2 -3 fingers width) |
| | Crossing legs | Address posture and work practices |
| | Feet dangling | Adjust chair height or provide foot rest |
| Leg & Feet | Lack of frequent mini breaks | Every 20 minutes/20 sec. break/look 20 ft. away |