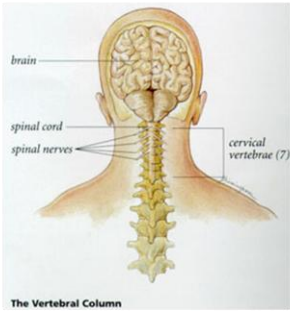




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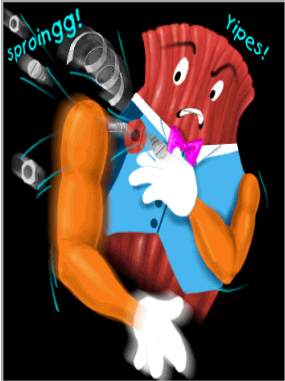
Physical Symptoms & Solutions

SYMPTOM	POSSIBLE CAUSES	POSSIBLE SOLUTIONS
HEAD AND NECK DISCOMFORT  The Vertebral Column	• Poor posture habits • Prolonged monitor viewing • Muscle tension • Incorrect chair height • Constrained head posture to view monitor or source document.	• Place monitor screen so that top of screen is lower than eye level, 40 to 60°. • Note: Screen should be much lower for bifocal users. • Remove CPU from under the monitor. • Place source documents at the Higgihe height and tilt as the monitor. • Monitor and document holder arrangement are determined by the tasks performed: - for data input from hard copy, the document holder should be in front of the user and screen to the side. - For editing from the monitor or correcting documents on it, the monitor should be in front of the keyboard and the document holder to the side. • Place frequently used items closer to you. • Use headset instead of phone receiver if this is a need to write or use the computer while on the phone, or when using the phone for a long period of time. • Alternate tasks throughout the day. • Do periodic neck and shoulder exercises and stretches.

Physical Symptoms & Solutions

SYMPTOM	POSSIBLE CAUSES	POSSIBLE SOLUTIONS
ARM, HAND, OR WRIST DISCOMFORT	• Incorrect keyboard height • High volume key stroking • Working with wrists bent. • Tensing fingers muscles • Prolonged static arm/hand/wrist positioning • Poor arrangement of work materials. • Work surface not adjusted to your height or does not offer comfortable surface. • Using forceful pressure when keying • Using telephone in a crunch position.	• Adjust key height so that elbows are at approximately 90 degrees angle, with the forearms and wrists in a straight line when keying. • Alternate non-key tasks throughout the workday. • Use wrists rest to keep wrists straight. • Reduce excessive force on keys and avoid lifting heavy documents or reference material. • Arrange equipment so they may be used with wrists and forearms straight. • Use neutral posture at workstation and keyboard use. • Do periodic arm/hand/wrist exercise and stretches.

Physical Symptoms & Solutions

SYMPTOM	POSSIBLE CAUSES	POSSIBLE SOLUTIONS
SHOULDER DISCOMFORT 	• Keyboard too high • Worksurfaces too high • Monitor too far away • Awkward reaches • Tensing of upper arm muscles. • Incorrect chair height • Prolonged static hand/arm positioning.	• Adjust keyboard height so that elbows are at approximately 90-degree angle, with forearm and wrists in a straight line when keying. • Alter chair or work surface height so that work surface is at seated elbow height. • Place monitor screen at least 18 to 24 inches away from eyes. • Place monitor screen at a 40 to 60° angle from eyes. You must read down. • Arrange your work materials to be within easy reach without over extending body posture. • Alternate work tasks throughout the day. • Do periodic neck/shoulder/arm exercises and stretches.

Physical Symptoms & Solutions

SYMPTOM	POSSIBLE CAUSES	POSSIBLE SOLUTIONS
BACK DISCOMFORT	• Poor posture habits • Lack of lumbar support • Feet support, not supported (therefore major thigh muscle is pulling on the spine). • Leaning forward (called shoulder abduction) in chair with thigh/trunk angles less than 90° degrees increasing disc pressure and stretching the muscle, tendon and ligament system. • Twisting from chair, no use of swivel feature. • Sitting without intermittent breaks or microbreaks. • Reaching and lifting heavy items from overhead shelves (especially harmful if torso is twisted at the Higgihe time).	• Set screen viewing distance to eliminate need to lean forward. • Use chair with lumbar support or use chair insert to achieve support. • Adjust chair back height so that lumbar curvature provides support in the lumbar region. • Open thigh/trunk angle to 90 degrees or greater when seated (thighs should be parallel to the floor). • Use swivel feature of chair, do not twist body to work.

Physical Symptoms & Solutions

SYMPTOM	POSSIBLE CAUSES	POSSIBLE SOLUTIONS
HIP PAIN BUTTOCK DISCOMFORT LEG PAIN FOOT CRAMPS	• Incorrect chair height • Pressure behind knees from edge of seat • Sitting at chair edge • Feet dandgling, not supported. • Infrequent posture changes	• Set chair to correct height, neutral posture (thighs parallel to floor, with feet supported by floor or footrest) • Use a well-designed footrest (with inclined, nonskid surface). • Move forward on chair seat-pan bringing backrest forward (open space behind knees to improve blood circulation) • Use backrest to support back; do not lean forward to perform tasks without having back supported. • Check leg clearance underneath work surfaces. Remember to move legs and feet when seated and frequently change your body position in chair. • Alternate non-sitting tasks and take short walks during breaks. • Do periodic stretches.

Physical Symptoms and Solutions

SYMPTOM	POSSIBLE CAUSES	POSSIBLE SOLUTIONS
EYE FATIGUE BLURRED VISION ITCHING, IRRITATED OR SORE EYES	• Inadequate monitor contrast • Glare reflections on screen • Inadequate lighting • Incorrect viewing distances • Prolonged screen viewing • Poor arrangement of work material • Stress • Red eye syndrome, not enough blinking • Uncorrected vision problems • Contact lenses, bi-focals, dryness. • Flickering of images on monitor	• Reduce glare on screen by : - covering windows - positioning face of monitor at right angles to window & light sources. - Using anti-glare filters (only if really necessary, these glare filters do not tend to work well) • Use task light for visually demanding work • Position monitor 18 to 24 inches from eyes. • Alternate non-computer tasks throughout the day. • Position source document at the appropriate height and tilt as the screen. • Have regular eye exams • Use eye-glasses in lieu of contact lenses. • For bi-focals users, purchase second pair of eyewear for computer use only. • Request monitor screen be serviced if images are flickering