## Troubleshoot Pain and Discomfort in Your Office

### If you have—  
Neck, upper back, and shoulder tightness, tension, or discomfort

### It’s probably caused by—

- Head is too far forward during reading, writing or viewing the computer screen.
- Hands and arms are not supported while typing, inputting data, writing, or using hands in manipulating or holding work.
- Head is too far back during reading, writing, or viewing the computer screen.
- Leaning forward on the work surface and supporting the weight of the head and trunk.
- Head and neck are tilted in a lateral direction holding the telephone between the shoulder and ear.
- Hand, wrist, and lower arm discomfort

### Try this to eliminate or reduce your pain—

- Elevate work surface, reading materials, and computer screen so as to keep the head and trunk relationship more vertical.
- Use armrest, palm rest, or work surface to counterbalance and support the weight of the hands and arms.
- For typing tasks, allow the upper arms to hang naturally at the side and use palm rests or wrist rests.
- Tilt the seat and backrest forward so as to keep the head and trunk relationship more vertical.
- Consider lowering the computer screen or document if using bifocals/progressive lenses.
- Use chair and backrest as support instead of the arms.
- Lower the work surface to support the arms.
- Use a headset.
- Arrange the keyboard (or other input device) to produce a neutral wrist position.
- Reduce excessive force through training and practice.
<table>
<thead>
<tr>
<th>If you have—</th>
<th>It’s probably caused by—</th>
<th>Try this to eliminate or reduce your pain—</th>
</tr>
</thead>
</table>
| Lower back pain and discomfort| Lumbar curvature is not being maintained and supported. | • Bring backrest in further horizontally through an in-and-out adjustment or by tilting forward, and/or changing the lumbar curvature adjustment (if equipped).  
• Adjust backrest vertically so that it is placed just slightly above the pelvis to provide support in the lumbar region (lower back). |
|                               |                                                  |                                                   |
| Major thigh muscle is pulling on the spine because feet are dangling or unsupported. | • Lower chair and/or use footrest so that feet are supporting the weight of the feet and lower legs only.  
• Adjust backrest vertically so that it is placed just slightly above the pelvis to provide support in the lumbar region (lower back). |                                                   |
| Buttocks discomfort           | Sitting too far forward in the seat pan and not using the backrest. | Sit deeper in the chair. It may be necessary to adjust the backrest horizontally and/or vertically, and/or the tilt angle. |
|                               | There is too much pressure on the buttocks.       | Raise the chair height and/or sit deeper in the chair to distribute the pressure more evenly from buttocks to thighs. |