

1. Work Organization

Revised July 31, 2013

- **Includes information on MSD symptoms, stretches, physical fitness and how to organize your work to prevent MSDs**
- **If you are experiencing any discomfort, be sure to also review the section on**
 - **Making Changes to Reduce Discomfort (see Main Menu)**

Symptoms of musculoskeletal disorders (MSDs)

Some or all of the following:

- Tingling
- Numbness
- Weakness or clumsiness in hands; dropping things
- Pain
- Stiffness
- Burning sensation
- Heaviness
- Swelling
- Redness
- [Click here for more information on MSDs](#)



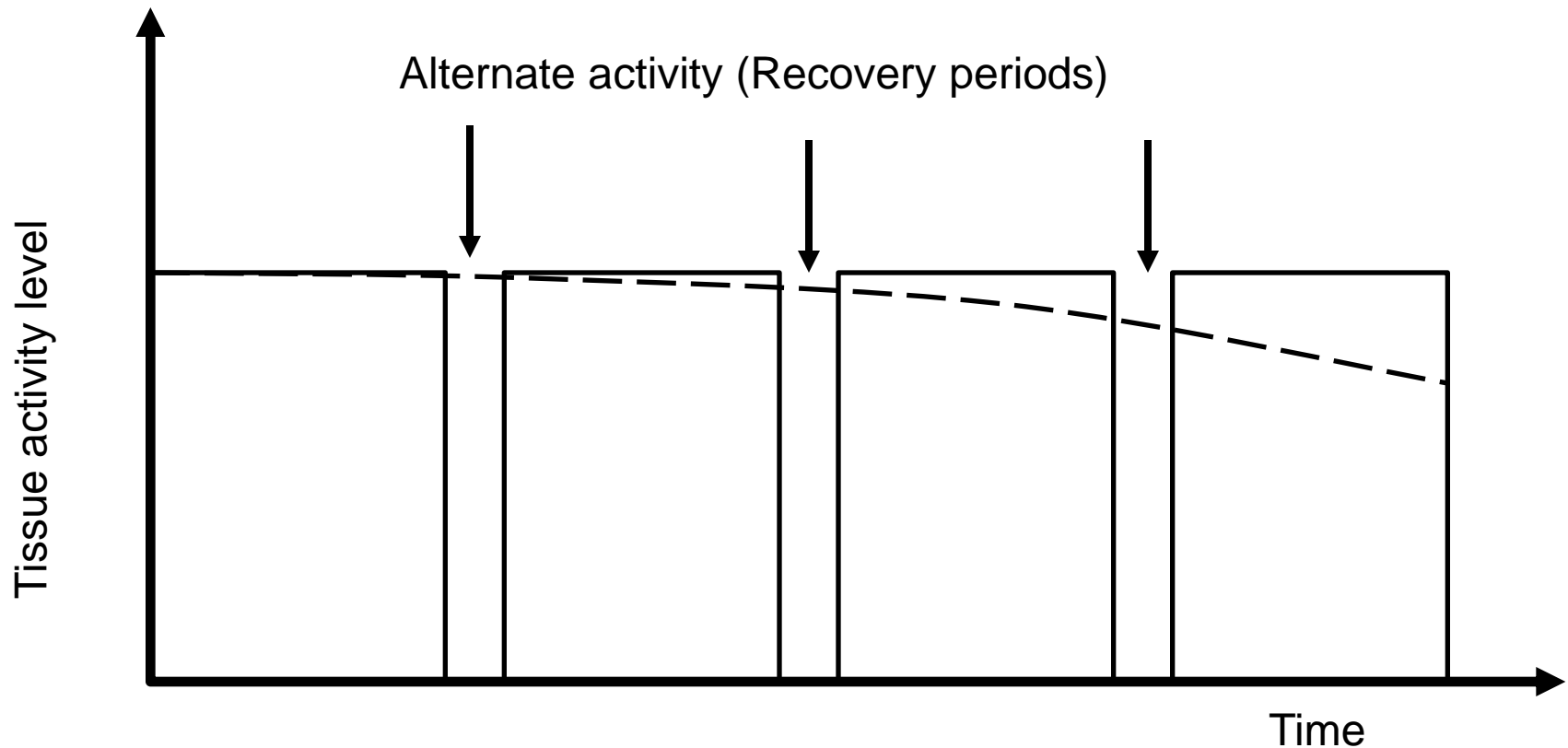
1. Work Organization

- a) I am regularly out of my chair for at least 5 minutes every hour.
- b) I regularly look away from my screen and stop typing and mousing for at least 10 seconds every 10 minutes.
- c) I take regular stretch breaks.
- d) I get regular exercise.

Workshop activity:
How do we get variety back into
our work?



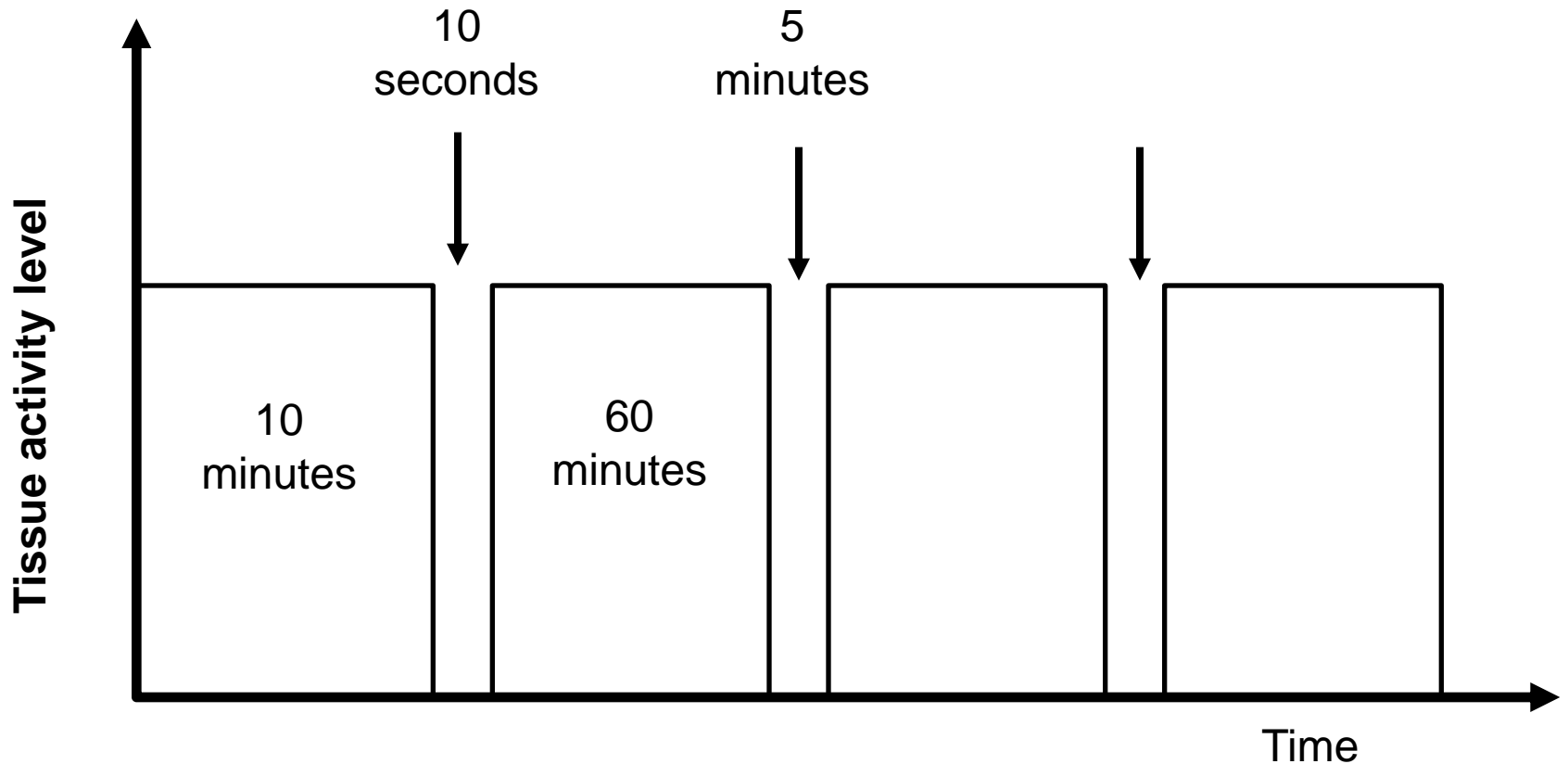
“I don't have time to vary activities
(e.g. get out of my chair).”



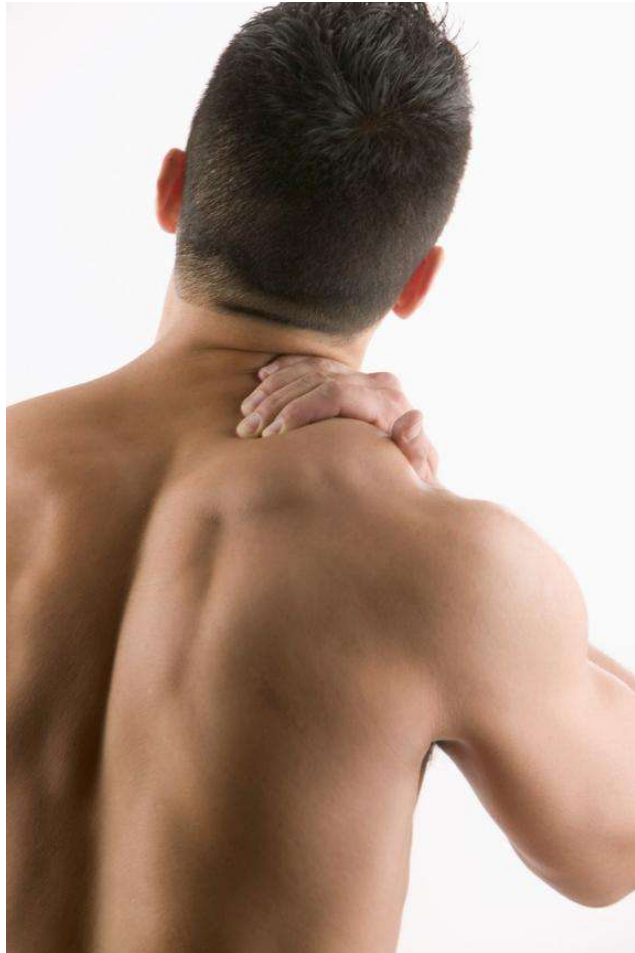
How often? How long?

Short activities = short recovery times

Long activities = much longer recovery times



Don't wait for discomfort



- If you get sore after sitting for 30 minutes
- Get up every 25 minutes

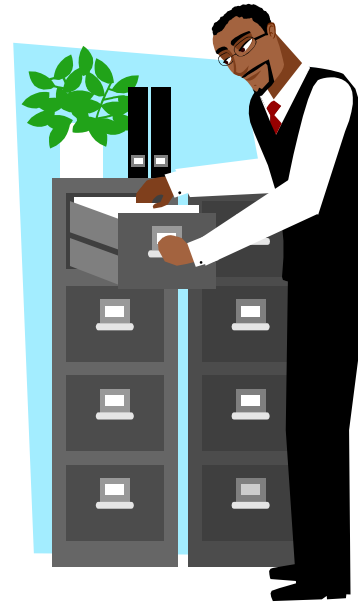
Recovery periods: “Oil changes” for your muscles

- “Change oil” regularly
- Not just when symptoms appear

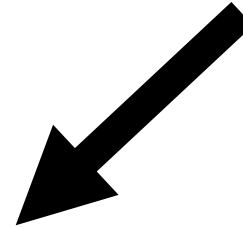
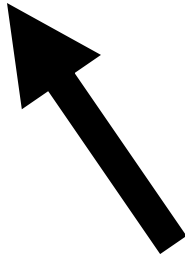
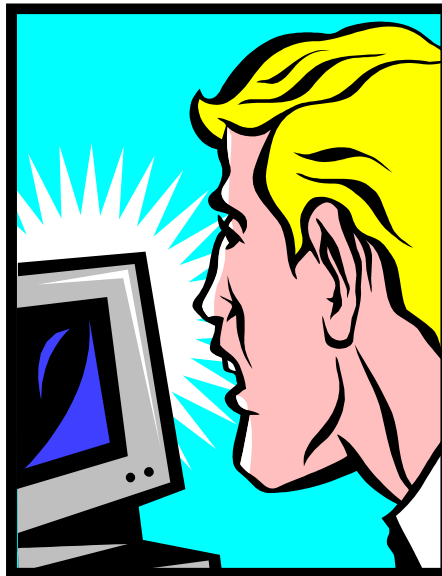


Short frequent task changes

- Non-seated tasks
 - Filing
 - Photocopying
 - Shredding
 - Others?
- Perform these tasks as the need arises
 - Don't save these tasks for later



Vary computer tasks



How to vary activities #2

same task, different
muscles
– e-mail or phone/visit



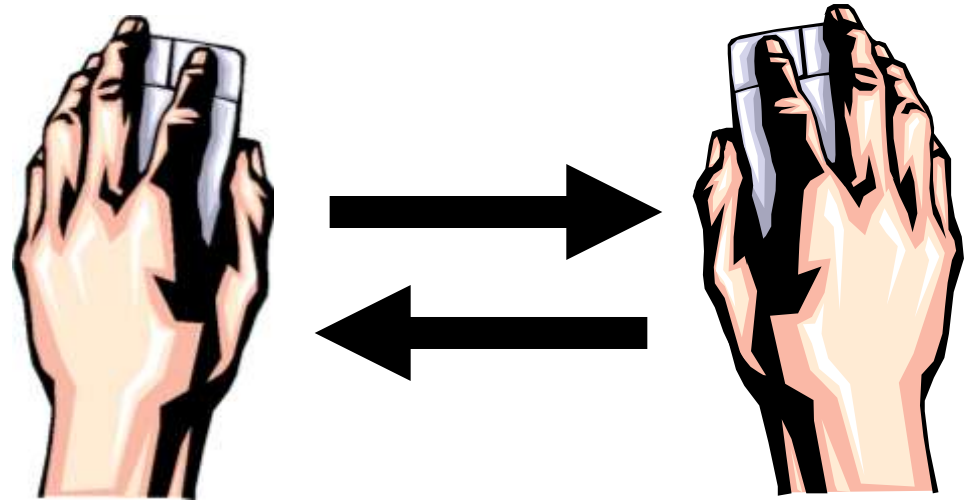
same task, different muscles

- mouse or keyboard



same task, different muscles (con'd)

- switch hands
 - mouse



Switch hands

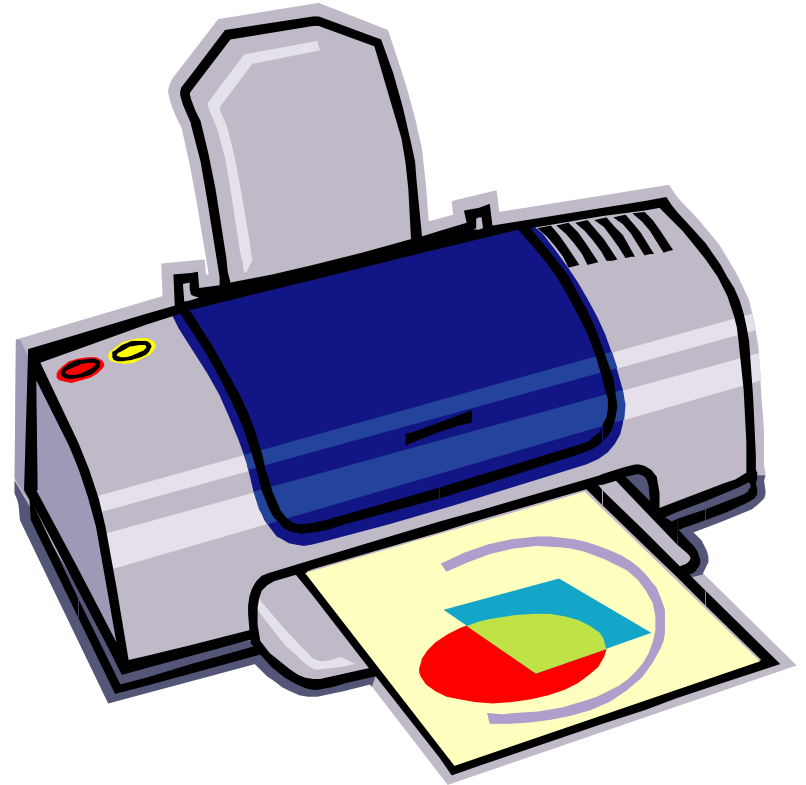
- Briefcase
- Purse
- Backpack
- etc



One handed tools (e.g. Cloth, Drill)



Can you turn sitting tasks into standing/walking tasks?



More ideas to get out of your chair more often

- Go for a walk during your breaks
 - Get away from your computer
- Stand up to read paper documents
- Stand up to greet visitors to your desk/office (where appropriate)
- Don't use the waste bins in your office
 - Walk to the local tri-bin whenever you have something to throw out
- Store your water bottle where you need to stand up to get it

Stand up for any task that does not require you
to be seated but...
be careful that you are not bending over



How to vary activities #3

Stretching

- Stretch should be opposite of work activity
- Perform slowly
- Should not hurt
- Stop & hold at stretch point (mild discomfort)
- Gradually increase stretch as stretch point changes



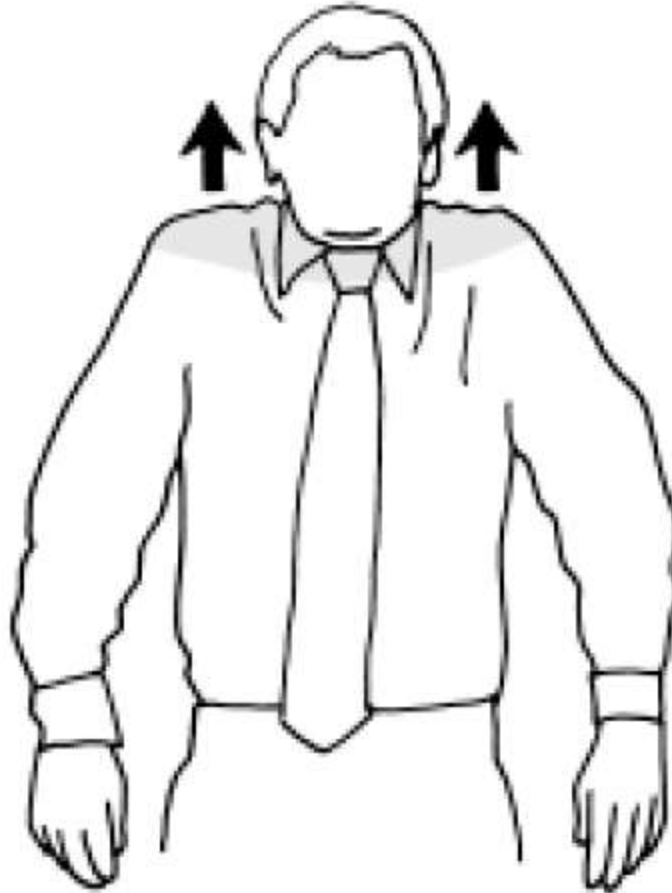
Opposite of eyes open?

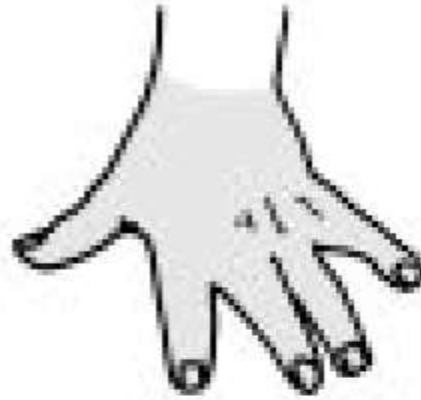
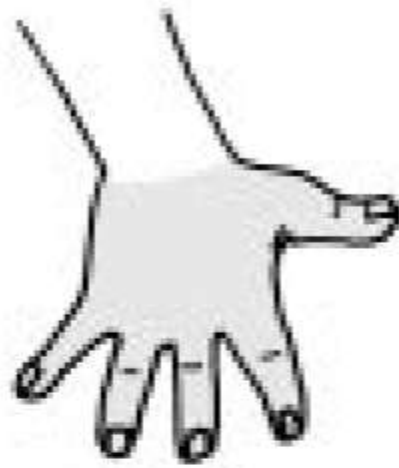


Opposite of eyes open?



Tense & Relax



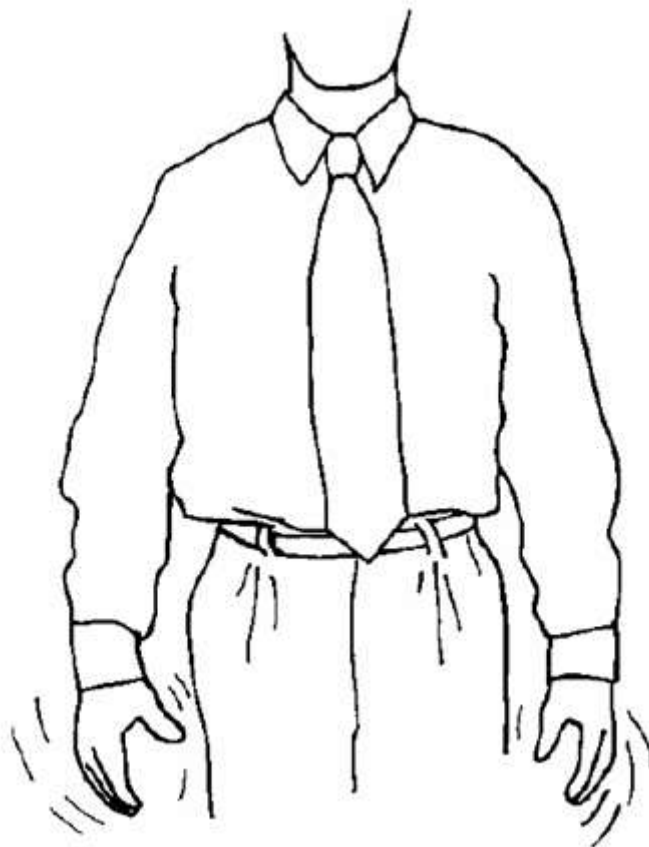
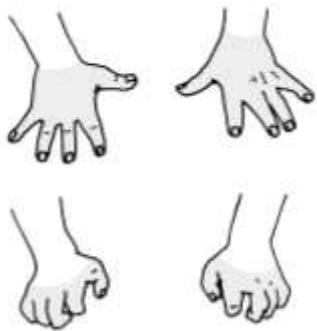
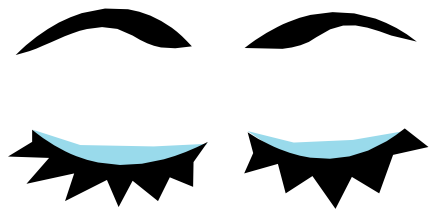




<http://www.arthritis.ca/tips%20for%20living/workplace/exercise/default.asp?s=1>

Alternative shoulder unrounder





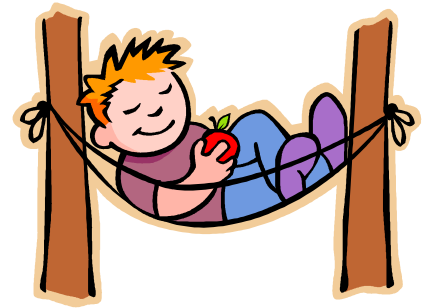
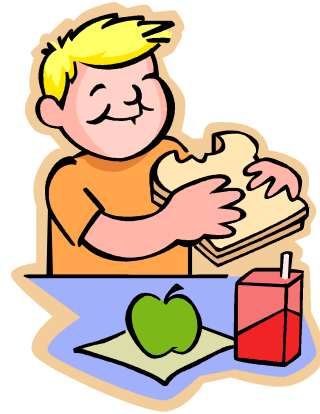
Massage sore body parts



Click here for more information on [varying activities](#) (includes more stretches).

I get regular exercise

- Diet
- Rest
- Exercise



- Click here for more information on [physical fitness](#)



End of Section

- To proceed to the next section
- Click on the link below or press <Tab> then <Enter>

[Chair](#)