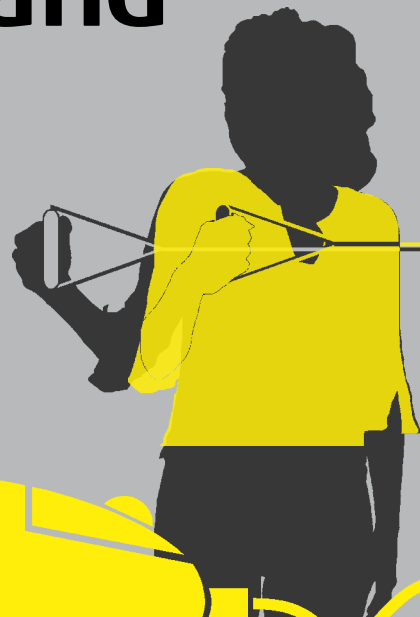


# Work environment and Computer mouse

WHAT DO YOU NEED TO BE AWARE OF,  
WHEN USING A COMPUTER MOUSE?



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**Your body will not always stop you at the right time**

When you are at your office and working at your desk, some conditions have influence on, whether or not working with a mouse will cause pain or discomfort. It is all about variation in the work, furniture, appropriate arrangement of the working area, good instruction and organization of the work.

The employer has the overall responsibility to ensure that work takes place complete safety. At the same time it is important that the employee takes responsibility for own health and uses the opportunities of variation that is available.

In this guide you will get some good advices on work positions, -techniques, furniture and arrangement, together with things to pay attention to from both the employee, work environment organization and the employer side. Furthermore you will find some exercises, which are good for your neck, shoulder and arms.

You can read everything from BAR KONTOR's theme on computer mouse at [barkontor.dk](http://barkontor.dk)



#### Good advices when you work with a computer mouse:

- ✓ Find the pointing tool that fits you and your work assignments best
- ✓ Place the computer mouse or pointing tool so your forearm is supported, your upper arm is relaxed along your body and your shoulder is relaxed when you are working
- ✓ Place the computer mouse in the middle in front of the keyboard, not next to it.  
Then you can reduce the risk of twisting your shoulder or elbow.
- ✓ Avoid to 'break' you wrist too much
- ✓ Relax in your fingers when you don't click the buttons
- ✓ Remove your hand from the mouse when you don't use it
- ✓ Switch between using your left and right hand
- ✓ Stretch, bow and shake your hands and arms some times
- ✓ Limit the use of double-click, as it is very incriminating for your forearm.  
You can install one of the buttons on the computer mouse so it will make a double-click, when you push it once.
- ✓ Make sure the computer mouse is working optimally - clean it and replace batteries.
- ✓ Use the keyboard shortcuts so you reduce the use of computer mouse/pointing tools.



## GOOD ADVICES WHEN WORKING WITH A COMPUTERMOUSE

Try different computer mouse and other pointing tools - it is individual what works the best.

There are a lot of different types of computer mouse and pointing tools for example Trackball, Mousetrapper and Pen. They are made different with regard how you shall use your hand and fingers. Your hand is best at the traditional writing position. You can find an overview of different computer mouse at BAR KONTOR's webpage. No matter what kind of pointing tool you use, the advices below will always be important.

Listen to your body's signals - use variation, if you feel any discomfort or pain. Be aware of the body does not always show these signals before it is too late.



#### **Good advices when you work with a keyboard:**

- ✓ Place your keyboard some distance from the edge of the table, so your lower arm can be supported by the table, your upper arm is relaxed along your body and your shoulders are relaxed when you are working.
- ✓ Make variations on the keyboard settings and where the keyboard is placed at your table.
- ✓ Make sure you have your hand in a reasonable position, so it is not stuck.
- ✓ Avoid bending too much in your wrist - when bending you are closing for the blood. Therefore use only the settings for height as an option for variation.
- ✓ Lift your fingers as little as possible - avoid having your fingers ready to tap, when you are not typing.
- ✓ Stretch, bow and shake your hands and arms once in a while.
- ✓ Use shortcuts as much as possible.



## **GOOD ADVICES WHEN YOU WORK WITH A KEYBOARD**

It is important to vary between keyboard, computer mouse and other pointing tools.

If you use the numbers on the keyboard a lot, you can get a keyboard (numeric keyboard), where this part is separated. This way you get more options of variety.

Often it is the muscles in shoulders and the upper side of the lower arm that is having discomfort and pain when working at computers. Studies show that there is no difference between working with computer mouse or keyboards. On the contrary it is more distressing for the muscles in the neck and underside of your forearm, when using a computer mouse compared to using a keyboard.

You can reduce bending wrist and the height of lifting your fingers with a support for the heel of your hand. It is important to make sure that this supports the heel and not the wrist of your hand. If you support your wrist you can get discomfort by pressure on nerves and vessels.





#### Good advices on how to arrange a working area:

- ✓ Make sure you have enough space for your computer mouse or pointing tool so your forearm is supported.
- ✓ It is important to have the necessary tools at your desk, and that these are installed correctly.
- ✓ Install your table, chair and screen so they fit you
- ✓ There needs to be good lightning
- ✓ Place and install the screen appropriate
- ✓ Make sure you have enough space around you for good working positions and the opportunity of variation
- ✓ Use only the installation of height on the keyboard as an opportunity of variation, as you have to avoid bending in your wrist.

## GOOD ADVISES ON HOW TO ARRANGE YOUR WORKING AREA

The arrangement of your computer working area has a big influence of how to prevent discomfort and pain in connection with working with the computer mouse. It is at the same time important that you have influence on how your space is arranged.

Read more of BAR KONTOR's guidelines: **'Working at a computer'** and **'Good lightning at the office'**.

You can also try the electronic arrangement tool **'Good arrangement'** at [barkontor.dk](http://barkontor.dk)



> **The employer has to cooperate with the employee/the work environment organization to make sure that there are variation in the work, so there won't appear discomfort and pain when working with a computer mouse.**

**Pay special attention to the employees who:**

- Has an intense typing work or intense work with computer mouse.
- Does not have the opportunity to have breaks from the work.

> **It is important that every employee takes responsibility and uses the variation opportunities that are given.**

> **If there is computer work, that can give discomfort and pain, this has to be reported in the workplace assessment and be taken care of by the work environment organization.**

## THINGS TO PAY ATTENTION TO

### FOR YOU WORKING WITH A COMPUTER MOUSE

In a lot of different types of office jobs you can vary screen work with other types of work. Therefore, think about which types you can do away from the computer. These advices are simple, but good:

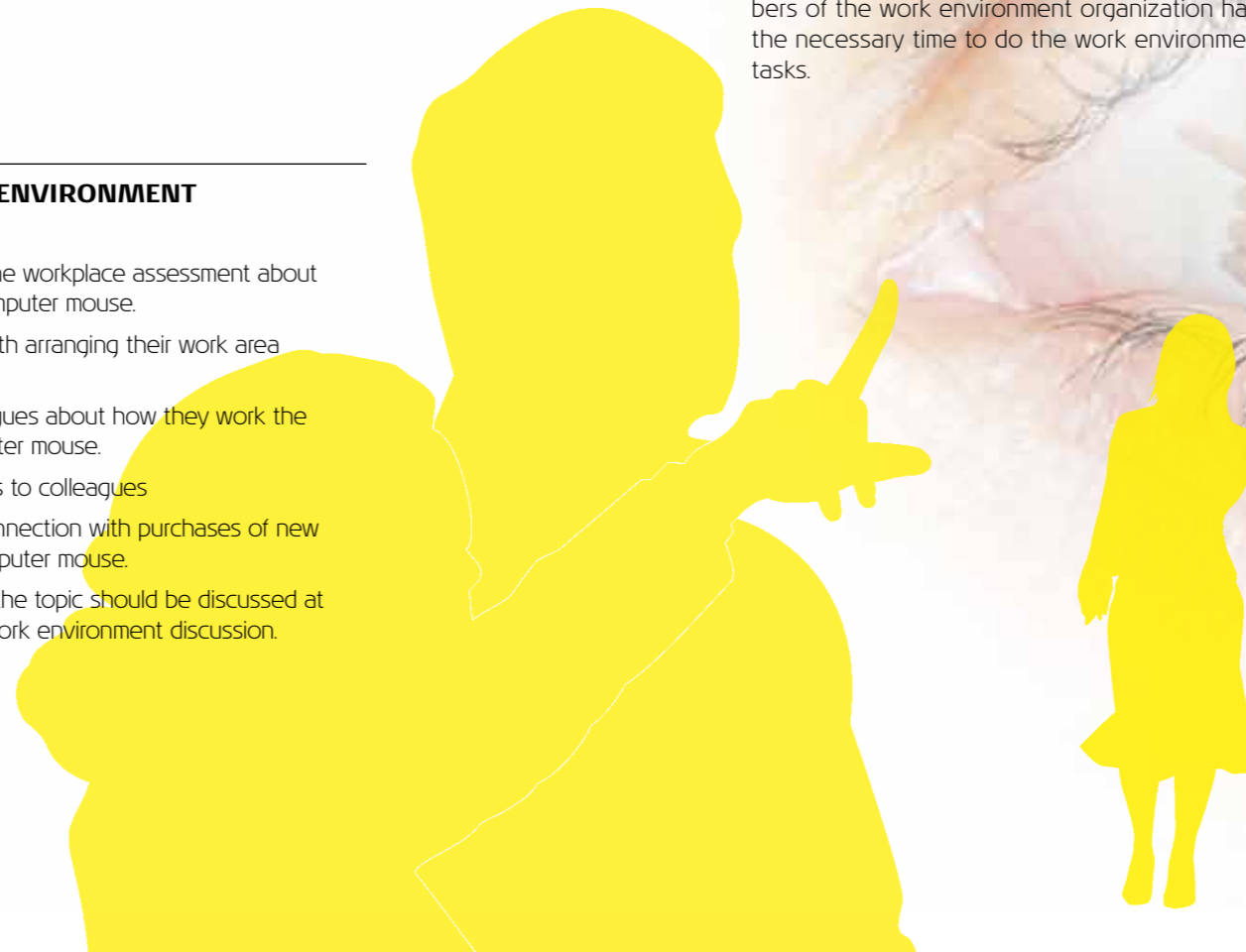
- Try as much as possible to vary your work between working with computer and other work for example copying or reading tasks.
- Move and do exercises often.
- Print out you documents and go away from the computer to read them.
- Walk to a colleague to give a message instead of sending an e-mail.
- Place your garbage bin so you have to get up to reach it.
- Make sure that you take turns on going with mail, get supplies or whatever you need.
- Have a break, if you don't have the opportunity vary your computer job with other types of work.

### FOR THE WORK ENVIRONMENT ORGANIZATION

- Ask questions in the workplace assessment about working with a computer mouse.
- Help colleagues with arranging their work area appropriate.
- Inform your colleagues about how they work the best with a computer mouse.
- Hand out exercises to colleagues
- Give advices in connection with purchases of new inventory and computer mouse.
- Consider whether the topic should be discussed at your next yearly work environment discussion.

### FOR THE EMPLOYER

- The employer has, recording to the law of work environment, the overall responsibility of the work environment is acceptable.
- The employer has the responsibility of the instruction of the employees, so the work can be done without any risk of safety and health.
- The employer has to make sure the work is made so the employee does not have to work at a computer all day. If this is not an option the employee has to be provided with breaks.
- The employees and/or the work environment organization have to be involved in planning of purchases of inventory and computer mouse.
- The employer has to make sure that the members of the work environment organization have the necessary time to do the work environment tasks.
- It is the responsibility of the employer that the yearly work environment discussion is held and that work environment for the year to come is discussed.
- The employer has to make sure that at least every third year, the workplace assessment of relevant work environment conditions are being made, under this arrangement of computer working area and the usage of helping tools, as computer and computer mouse.







[www.barkontor.dk](http://www.barkontor.dk)

## WHO IS BAR KONTOR?

BAR Kontor is the Work environment counseling for Private office and administration and consists of representatives from Dansk Erhverv, Dansk Industri, Lederne, HK/Privat, HK HANDEL and PROSA.

At BAR Kontor the parts of the labour market collaborates to ensure a good work environment at private workplaces for instance at IT-companies, lawyer and accountancy firms, temp agencies, counseling companies, travel agencies, architects together with other office work. Since there are some kind of office work in more or less all companies, the materials from BAR Kontor can be used in most companies.

BAR Kontor gives you concrete guidelines about present work environment issues within the trade in terms of trade guidance, campaign materials, tools, the making of theme days together with other activities.



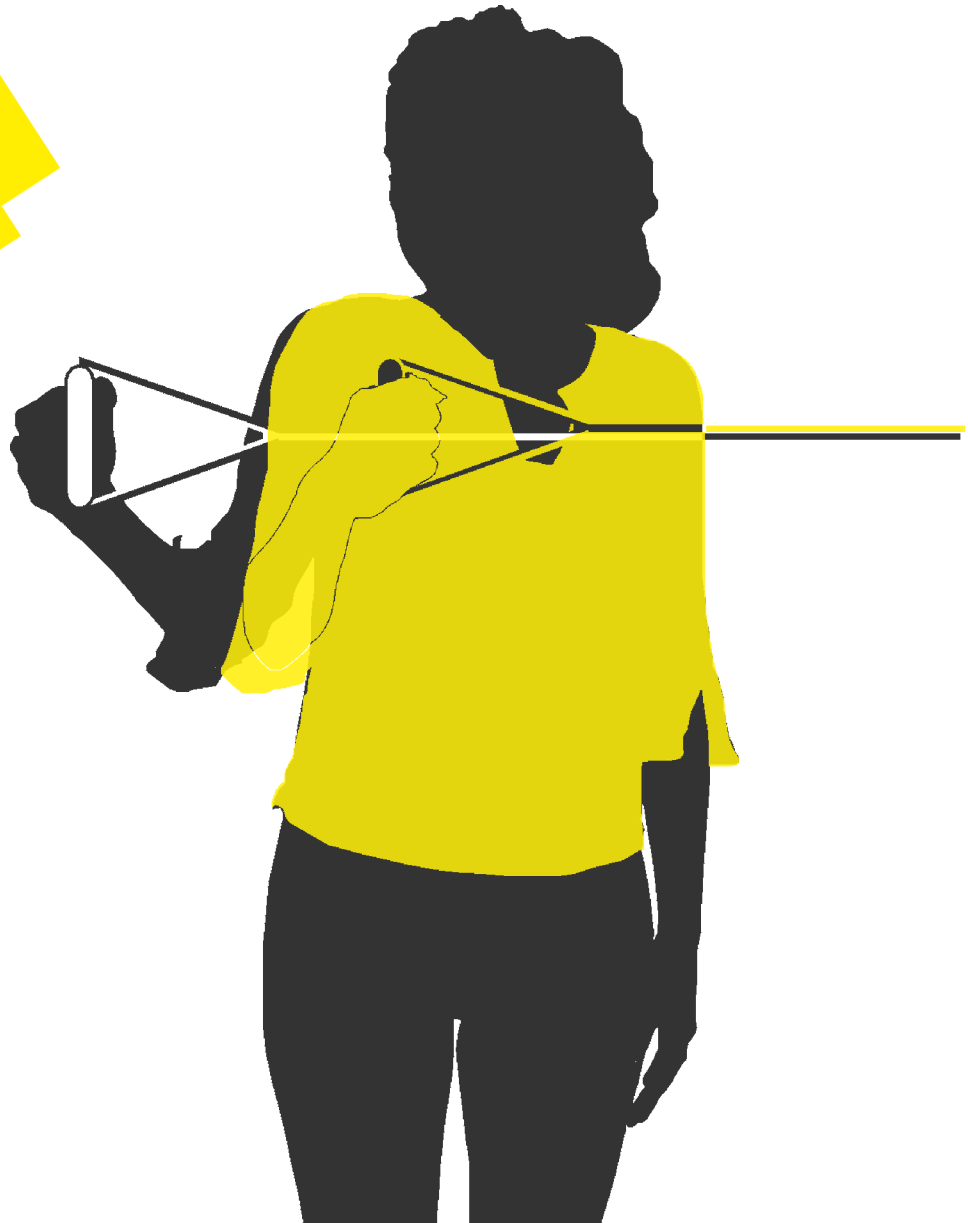
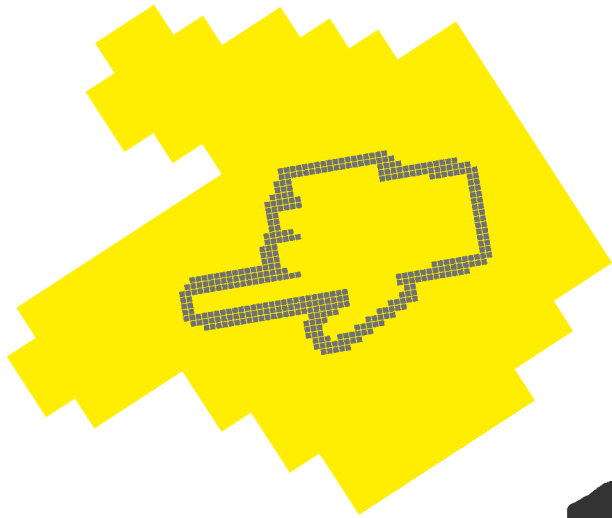
# Prevent pain in muscles and joints actively!

**Make 4 exercises for your neck, shoulder and arms!**  
Lift the sleeve in the cover on the next page

## **Train your muscles and joints**

Be inspired easy exercises with elastic.

Take exercises and hang them in a visible place.



# Exercises

The exercises train the muscles you use when you use a computer. It can minimize pain in neck, shoulder and arms.

Source: jobogkrop.dk

## Work out tips:

- Practice the 4 exercises 3 times per week. – Or preferably daily.
- It is a good idea to practice them together with your colleagues.
- Use for example 5-10 minutes, before going to lunch, to practice each exercise with as many repetitions as possible. Remember to have a 1-minute break between every exercise.
- Begin with the easiest rubber band and shift to the stronger one the day you easily can make 20 repetitions.
- If one of the exercises feels odd or hurts in your joints, try to lower the weight. Or skip this exercise.

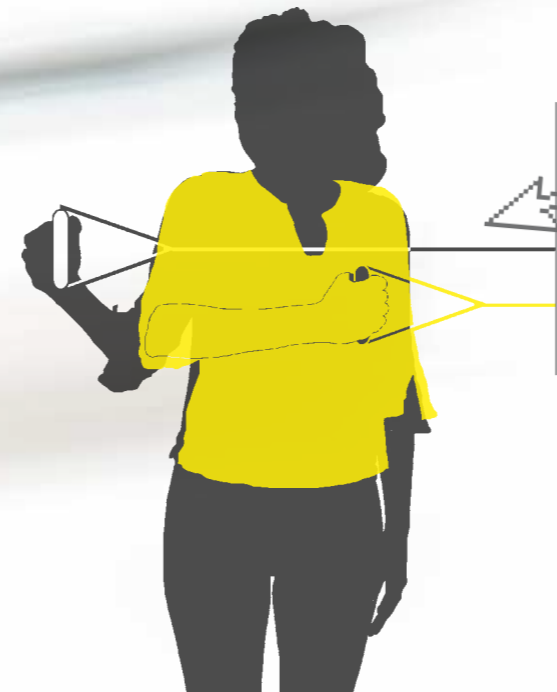
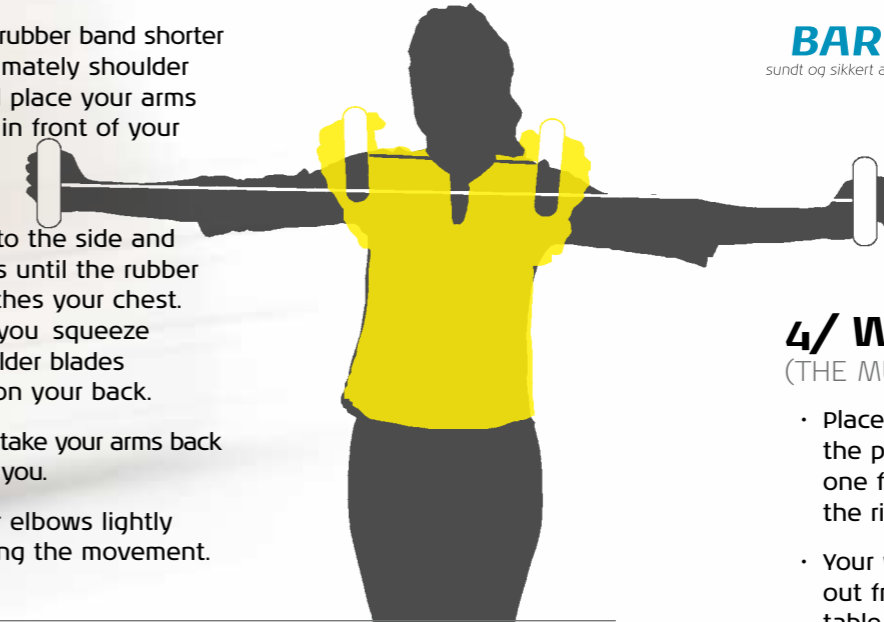


## 1/ SIDE LIFT (THE BIG NECK-SHOULDER MUSCLE)

- Stand as you see on the picture and lift your arms to the sides and up until your upper arm is horizontal. Then lower your arms again. Controlled.
- You have to place your arms in a bit in front of your body during the movement.
- Keep your elbows lightly bend during the movement.

## 2/ SHOULDER BLADES – SQUEEZE (THE MUSCLES BETWEEN THE SHOULDER BLADES)

- Make the rubber band shorter at approximately shoulder width and place your arms stretched in front of your body.
- Pull your arms out to the side and backwards until the rubber band touches your chest. Feel that you squeeze your shoulder blades together on your back.
- Controlled take your arms back in front of you.
- Keep your elbows lightly bend during the movement.



## 3/ OUTWARDS TWIST (THE MUSCLES THAT CONTROLS THE ARM)

- Strap the rubber band to a door handle or the upper side of the leg on a heavy table.
- Place yourself where the rubber band is tight and turn your forearm to the side and back again.
- Keep your elbow bend at 90 degrees and the arm with the width of a clenched fist from your body.

## 4/ WRIST – TIPPING (THE MUSCLES IN THE FOREARM)

- Place yourself as shown on the picture and step with one foot in the middle of the ribbon band.
- Your wrist has to be placed out from the edge of the table, so you can move it.
- Bend the wrist at a slow pace up and down – without going all the way down though.



Read more about the theme of computer mouse at [barkontor.dk](http://barkontor.dk)

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In BAR Kontor labour markets partners cooperate to ensure a good work environment on private office workplaces.

BAR Kontor consists of representatives from:

Dansk Erhverv, Dansk Industri, Lederne, HK/Privat, HK HANDEL and PROSA.

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