The Problem
Use of a computer keyboard and/or mouse can lead to persistent muscle aches, tendon inflammation, nerve compressions, and subsequent impairments that in some cases may be long standing. It could happen to you! The MIT Medical Department sees nearly 300 people a year for problems such as these caused by overuse and/or misuse of computer workstations. The musculoskeletal system is built to have periods of activity alternating with periods of rest that allow recovery and renewal. Working at a computer long hours subjects certain parts of the body to static postures while other parts move incessantly. Both static postures and constant activity can cause first microscopic and then macroscopic damage to biologic tissues.

Technique
Use a typing technique that does not traumatize the fingers and wrists but rather involves movement of the arm as a whole. Typing technique should emphasize fluid movement of the arms to avoid angling the wrists forward, back, or side-to-side. Press the keys lightly. When not actively typing, rest hands, thumbs up, in your lap ("neutral posture") rather than resting them on a pad or the keyboard edge. When a command requires key combinations, use two hands to avoid contorting the hand. Use software programs allowing "sticky keys" and macros whenever possible.

An alternative keyboard and/or pointing device may benefit some individuals. Contact ATIC (7-143, atic@mit.edu) to try out alternatives to the standard devices.

Pacing
Introduce breaks in your typing to permit recovery and restoration, and do this at a frequency that does not allow pain or discomfort to develop. No schedule of typing and rest breaks is universal, but as a general guideline:

- Take a 1 or 2 minute "micro break" every 10 to 15 minutes
- Take a 5 to 10 minute "mini break" every hour.
- Every few hours, get up and do some alternative activity.

Using a timer or other automatic reminder is helpful to make sure that you take breaks at these intervals rather than waiting for fatigue or discomfort. During breaks, do stretches to relax muscles. Consider using a break software program, such as Stretch Break, available for download from ist.mit.edu/software-hardware

Exercise
General aerobic exercise, done regularly, will sustain strength, improve cardiovascular conditioning, and quicken recovery from sedentary computer use. Also learn to do a series of stretches during rest breaks that restore health and vitality to your body. As a general rule, none of these should involve movement outside the range of motion and nothing should be done that hurts. The purpose of stretching is to relax muscles and improve circulation. Arm strengthening should not be emphasized.

Position
- Adjust yourself and your workstation to minimize the awkwardness and stress involved in keyboard activity.
- Use a telephone headset instead of cradling the phone between the ear and shoulder.
- Rest feet on the floor or on a footrest, support thighs by soft chair, support lower back.
- Let upper arms hang loosely from the shoulder, extend forearms horizontally toward the keyboard, lower and angle keyboard slightly away (negative pitch) so the wrists are in a neutral position, with mouse next to the keyboard at the same level. Do not lean wrists on any surface (including wrist rest) while typing or using a mouse.
- Center yourself in front of a glare-free monitor; keep eyes at a comfortable distance from the monitor, looking down at a 10-30 degree angle.

What NOT To Do
Routine use of medication or braces is not recommended. If you have questions about these recommendations or begin to develop symptoms, you should seek further information or medical evaluation. Slight adjustments now may avoid future complications in many cases!
Break Software

MIT has licensed the typing break software Stretch Break™ for use by MIT affiliates. The software runs on Windows or Mac OS X and is available for download from ist.mit.edu/software-hardware.

Computer Ergonomics Online Training

MIT EHS (Environmental Health and Safety) offers an online training module on Computer Work Station Ergonomics. MIT staff and students can access it and other ergonomics information at ehs.mit.edu/site/workplace-safety/ergonomics.

Assistive Technology

The Assistive Technology Information Center (ATIC) can help with various technology options ux.mit.edu.

Recommended Reading


The library at MIT Medical’s Center for Health, Promotion, and Wellness in E23-205 has these and other resources on RSI.

<table>
<thead>
<tr>
<th>What you need</th>
<th>Where to get it</th>
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<tr>
<td>Community Wellness at MIT Medical provides programs and resources to help improve your health and wellbeing</td>
<td>MIT Medical Community Wellness E23 617-253-1316 wellness.mit.edu</td>
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<tr>
<td>Workstation evaluations, ergonomic information, and training</td>
<td>EHS Ergonomic Evaluations 617-452-3477 <a href="mailto:environment@mit.edu">environment@mit.edu</a> ehs.mit.edu/site/worker-safety/ergonomics</td>
</tr>
<tr>
<td>Assistive technology such as ergonomic and low vision devices, software, and more</td>
<td>ATIC 7-143, 617-253-7808 <a href="mailto:atic@mit.edu">atic@mit.edu</a> ux.mit.edu</td>
</tr>
<tr>
<td>Workstation furniture such as chairs, adjustable desks, and keyboard trays</td>
<td>MIT Procurement NE49, 617-253-8373 vpf.mit.edu/procurement</td>
</tr>
<tr>
<td>Telephone headset information and pricing</td>
<td>IS&amp;T Telecommunications <a href="mailto:servicedesk@mit.edu">servicedesk@mit.edu</a> ist.mit.edu/telephones</td>
</tr>
<tr>
<td>Medical assistance</td>
<td>MIT Medical E23-205, 617-253-1316 medical.mit.edu</td>
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<tr>
<td>Eye health and safety</td>
<td>MIT Medical Eye Clinic 617-253-4351 medical.mit.edu/services/eye-service</td>
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<tr>
<td>Assistance in arranging for reasonable accommodation for employees</td>
<td>HR Benefits Disabilities Services for Employees E19-215, 617-258-0617 hrweb.mit.edu/benefits</td>
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<tr>
<td>Assistance in arranging for reasonable accommodation for students</td>
<td>Student Disability Services 5-104, 617-253-1674 <a href="mailto:sds-all@mit.edu">sds-all@mit.edu</a> studentlife.mit.edu/sds</td>
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<tr>
<td>Worker’s compensation information and guidance</td>
<td>HR Worker’s Compensation NE49-500, 617-253-9496 hrweb.mit.edu/benefits</td>
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<td>Confidential advising when other resources fail or seem inappropriate</td>
<td>MIT Ombudsperson 10-213, 617-253-5921 ombud.mit.edu</td>
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