

## Identified Disorders, Occupational Risk Factors and Symptoms

DISORDER	OCCUPATIONAL RISK FACTORS	SYMPTOMS
<b>Tendonitis/Tenosynovitis</b>	Repetitive wrist motions. Repetitive shoulder motions. Sustained hyperextension of arms. Prolonged load.	Pain, weakness, swelling, burning sensation or dull ache over affected area.
<b>Epicondylitis (Elbow tendonitis)</b>	Repeated or forceful rotation of the forearm and bending of the wrist at the same time.	Same symptoms as tendonitis.
<b>Carpal Tunnel Syndrome</b>	Repetitive wrist motions.	Pain, numbness, tingling, burning sensations, wasting of muscles at base of thumb, dry palm.
<b>DeQuervain's Disease</b>	Respective hand twisting and forceful gripping.	Pain at the base of thumb.
<b>Thoracic Outlet Syndrome</b>	Prolonged shoulder flexion. Extended arms above shoulder height. Carrying loads on shoulder.	Pain, numbness, swelling of the hands.
<b>Tension Neck Syndrome</b>	Prolonged restricted posture.	Pain.

For those jobs which absolutely require repetitive motions or constrained posture, CCOHS emphasises that certain steps can be taken to prevent injuries. They emphasize the importance of rest periods, for example, as well as conscious control of muscle tension, and making the most of short periods between tasks. And, as always, exercise plays a vital role in the prevention of any injury, including RMI (see *SIGNET News*, March 6, 1995, "The Office Workout," p. 3).

**Remember:** being comfortable at your workstation is not a luxury; it is a necessity in order to prevent injury.

## ICONDESK 4.4 Basics: Managing Messages

### Moving Messages to ICONDESK Folders

Messages are filed to specific folders using the move command.

To move a message to a folder:

### Using the Menu Bar:

1. Select a message.
2. Click on **File** in the Menu Bar.
3. Click on the **Move** option.
4. In the **New Folder** field, either type in a folder name or click on the drop down arrow to select an existing folder.
5. Click on the **OK** button.

### Using the mouse:

1. Select a message(s) in the Mail Manager window.
2. Drag the message(s) to it's destination folder in the Folders List window.