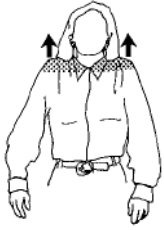


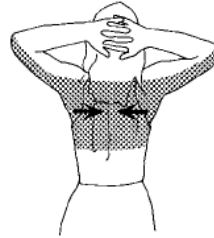
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GET ACTIVE AT WORK



Shoulder Shrugs

- Raise shoulders towards ears
- Hold
- Relax downward to a normal position



Upper Back Stretch

- Interlace fingers behind head with elbows out
- Pull shoulder blades together
- Hold 5 seconds, then relax



Neck Tilts

- Keep shoulders relaxed and arms hanging loosely
- Tilt head sideways, first to one side, then the other
- Hold 5 seconds on each side



Wrist/Forearm Stretch

- Place hands palm to palm
- Move hands downward, keeping palms together and elbows even
- Hold 5-8 seconds



Wrist/Forearm Stretch

- Place hands palm to palm
- Rotate palms around until they face downward keeping elbows even
- Hold 5-8 seconds



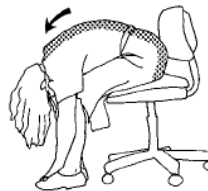
Hand/Finger Stretch

- Separate and straighten fingers
- Hold 10 Seconds
- Bend fingers at knuckle and hold 10 seconds
- Separate and straighten again



Back and Hip Stretch

- Bend left leg over right leg and look over left shoulder
- Place right hand on left thigh and apply pressure
- Repeat for right side



Back Stretch

- Lean forward
- Keep head down and neck relaxed
- Hold 10-20 seconds
- Use hands to push yourself back up



Upper Body Stretch

- Interlace fingers, turn palms upward and straighten arms above head
- Elongate arms to stretch through upper sides of your rib cage
- Hold 10-15 seconds
- Breathe deeply



Side Stretch

- Hold left elbow with right hand
- Gently pull your elbow behind your head to feel stretch in shoulder or back of upper arm
- Hold 10 seconds
- Don't overstretch or hold breath
- Repeat on right side



Hamstring Stretch

- Sitting, hold onto upper left leg just above and behind the knee
- Gently pull bent knee toward chest
- Hold 15-20 seconds
- Repeat on right leg



Neck Stretch

- Sit or stand with arms hanging loosely
- Gently tilt head forward
- Keep shoulders relaxed and downward
- Hold 5 seconds

THIS IS A GUIDE ONLY!

If you feel pain, discomfort, numbness, tenderness, tingling, clumsiness or loss of strength & flexibility
STOP EXERCISING AND CONTACT A HEALTH PROFESSIONAL

Office Ergonomics Quick Reference Guide



Backrest reclines at a 90-110° angle



Monitor is placed an arm's length away



Hips even with or slightly higher than knees



Keyboard angled so that elbows are bent at 90°



Position monitor to maintain neutral neck posture



Document holder placed to minimize eye movement



There should be a space 2-3 fingers wide, between back of knees and end of seat pan



Mouse placed to maintain neutral wrist posture



Keep desk free of clutter



Keep under the desk free of clutter



Use hands-free headset for prolonged telephone use



Stretch regularly and take breaks every 30 minutes