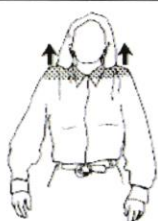


Western University GET ACTIVE AT WORK



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



Western



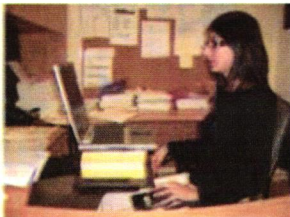
Office Ergonomics Quick Reference Guide



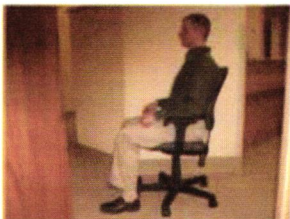
Backrest reclines at a 90-110° angle



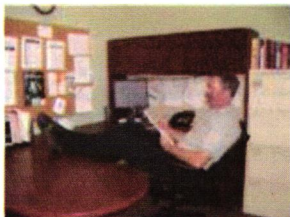
Hips even with or slightly higher than knees



Position monitor to maintain neutral neck posture



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



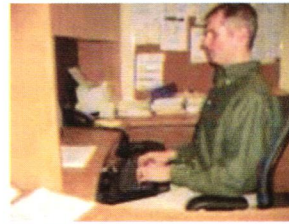
Keep desk free of clutter



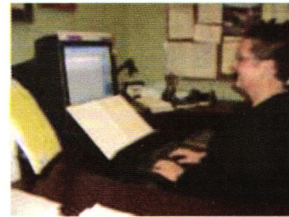
Use hands-free headset for prolonged telephone use



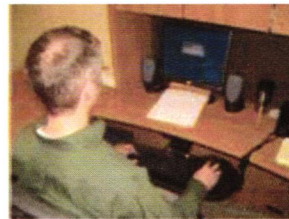
Monitor is placed an arm's length away



Keyboard angled so that elbows are bent at 90°



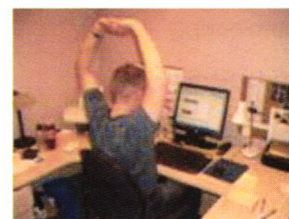
Document holder placed to minimize eye movement



Mouse placed to maintain neutral wrist posture



Keep under the desk free of clutter



Stretch regularly and take breaks every 30 minutes