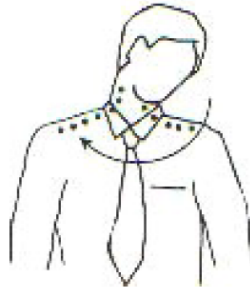


NECK

Exercise 1: Head rolls

Gently lower ear to shoulder and hold for 10 seconds. Slowly roll chin to chest and up to other shoulder and hold for 10 seconds. Repeat several times and be careful not to extend your neck back too far.



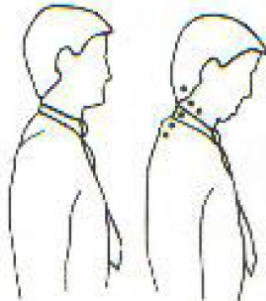
Exercise 2: Head turns

Turn head slowly to look over left shoulder and hold for 10 seconds.. Turn head the other way and hold for 10 seconds. Repeat several times.



Exercise 3: Chin tucks

Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Hold for 10 seconds and repeat several times.



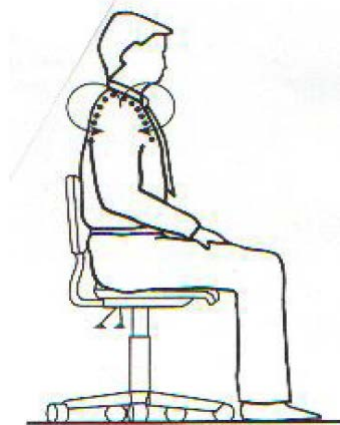
Check neck posture

- Position the top of your screen at eye level.
- Use a document holder directly beside or below the screen – it saves you looking down.

SHOULDERS

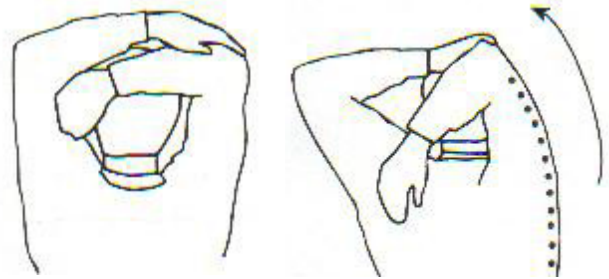
Exercise 4: Shoulder rolls

Circle shoulders forward several times, then backwards. Repeat 3 to 5 times.



Exercise 5: Shoulder stretch

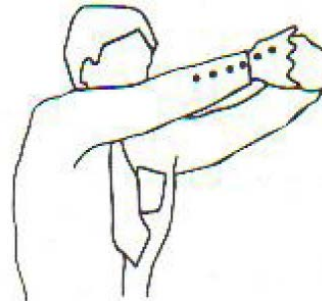
Stretch arm above head, cradle elbow with hand and gently pull elbow behind the head. Hold for 10 seconds and repeat several times.



WRIST, HANDS AND ARMS

Exercise 6: Wrist stretch

Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.



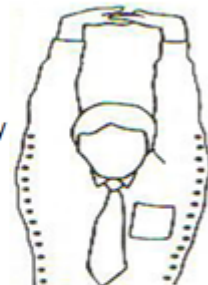
Check hand and wrist posture

- While keying keep your wrist straight while your fingers are suspended over the keyboard.
- Keep elbows at keyboard level. This may mean adjusting the desk or chair height.
- Don't rest your wrists on the desk or keyboard while keying. Keep hands suspended. Rest on the desk between periods of keying.

UPPER AND LOWER BACK

Exercise 7: Upper and lower back stretch

Interlace fingers and turn palms upward above head; straighten arms, then slowly lean slightly from side to side. Repeat movement several times.



Check back support

- Sit well back in your chair. If your feet need support, use a foot rest.
- Adjust the back rest on your chair to support your lower back.

Exercise 8: Back arching

Stand up. Support lower back with hands and gently arch back. Gently arch back and hold for 5 to 10 seconds.
Repeat as often as is needed.



LEGS

Exercise 9: Foot rotation

Hold onto the chair with hands either side. Straighten leg and lift foot a few centimetres off the floor. Rotate foot and ankle both ways (point toes up) and extend (point toes down). Repeat several times per foot.



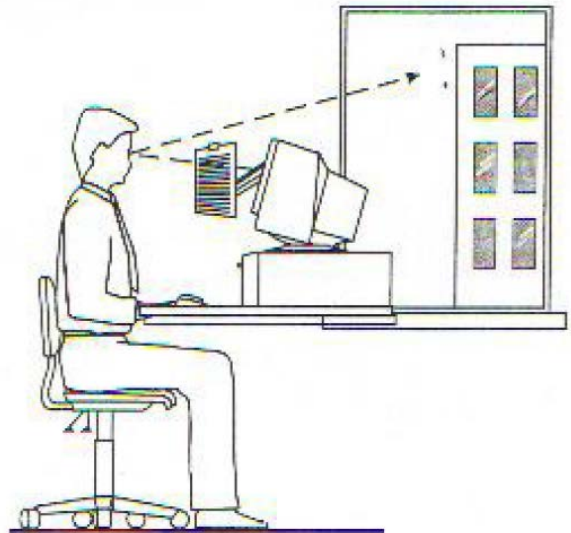
Check leg comfort

- If the seat of your chair is digging into the back of your thighs, check that it is not too high or that it is not tilted backwards.
- If the seat is too high, lower the chair and desk or use a foot rest to support your feet.
- Check the tilt of the seat and, if necessary, adjust it to a horizontal position.

EYES

Exercise 10: Visual rest

Look up and away from the screen; focus on a distant object (more than 3 metres away). For example, look out of the window or at a picture on a far wall. Shift vision back to screen and refocus.



Check eye comfort

- Is there enough light falling on your documents?
- Do windows or light fittings cause glare or reflection on the screen? If so, try turning the screen or blocking the path of the light.
- Use a screen with a light background when working with text. Software with a light background for text is more comfortable for the eyes.

Further information:

- Sit Stand Desks
<http://www.monash.edu/ohs/information-and-documents/office-safety/sit-stand-desks>
- Setting up your Workstation
http://www.monash.edu.au/_data/assets/pdf_file/0020/147044/computer-user.pdf
- Get Active: Sport and Exercise at Monash
<http://www.monash.edu/ohs/health-and-wellbeing/physical-health/get-active-sport-and-exercise-at-monash>

Monash University

Occupational Health & Safety

Telephone: 990 51016

Email: ohshelpline@monash.edu

Source: Office Ergonomics Guidelines, v. 2

http://www.monash.edu/_data/assets/pdf_file/0020/147044/computer-user.pdf