

Healthy work habits & practices

Ensure proper use and adjustment of office furniture and equipment by performing ergonomic self-evaluations.

While performing daily tasks, do not exert more force than is really necessary. Example: Avoid pounding on keys while keyboarding.

Practice developing proper postures for sitting, keyboarding, phone use, etc.

Maintain a constant awareness of preferred neutral body postures not only at work, but also in all modes of your life. Your health follows you wherever you go.

Avoid extended periods of continuous computer use by taking short breaks or performing other tasks intermittently between periods spent on the computer. (maximum of 20 minutes continuous computer use at any time)

Take stretch/exercise breaks during your workday and integrate them into your daily life as well.

Avoid direct or overly-bright lighting, but make sure you have enough light to comfortably and safely perform your job duties.

To help relieve office stress from your body, try incorporating several of these stretching exercises into your morning warm-up and daytime work schedule. While performing these stretches:

DO NOT

Bounce, or use jerky motions;

Stretch until it hurts.

DO

Breathe deeply and relax;

Extend until you feel a comfortable stretch (mild tension in target areas);

Move smoothly and slowly.

CAUTION: If you have an injury or any type of reoccurring discomforts, you should immediately report your injury/symptoms and obtain a medical evaluation. These stretching exercises are not provided to cure any existing problems but may help in preventing any future ones. Individuals with previous injury should consult with personal physician before performing these exercises on a routine basis.

Ergonomic Injuries are rapidly increasing as people spend more time at computers. Most, however, are preventable. By reviewing these tips you can find ways to adjust your workstation to avoid injuries.

Stretching Exercises

Eyes

To relieve dry eyes, close your eyes tightly for a second, then open them widely (repeat several times).

Refocus eyes momentarily on an object at least 20 feet away.

Wrist

With elbows straight, bend your wrists down as far as they will go, hold for 3 seconds then extend your wrists back as far as they will go. Repeat several times.

Hands

Spread fingers wide apart and hold for 10 seconds, form fists for 10 seconds (repeat several times).

Place hands together with fingers spread apart and fingertips at chin level. Slowly lower hands, peel them apart, and reverse the process. Repeat several times.

Neck

Slowly turn head to side and hold for 10 seconds. Alternate sides and repeat several times.

Slowly tilt head to side and hold for 5-10 seconds. Alternate sides and repeat several times.

Shoulders

Slowly shrug shoulders in a forward circular motion. Alternate to reverse circular motion.

Touch the fingertips of your hands together just behind the top of your head without letting your hands touch your head, move your elbows in a backward direction, hold 5 seconds then relax. Repeat several times.

Lower Back

With hands on hips and feet about shoulder width apart, slowly lean hips forward and shoulders slightly back. Hold the stretch for 5-10 seconds.