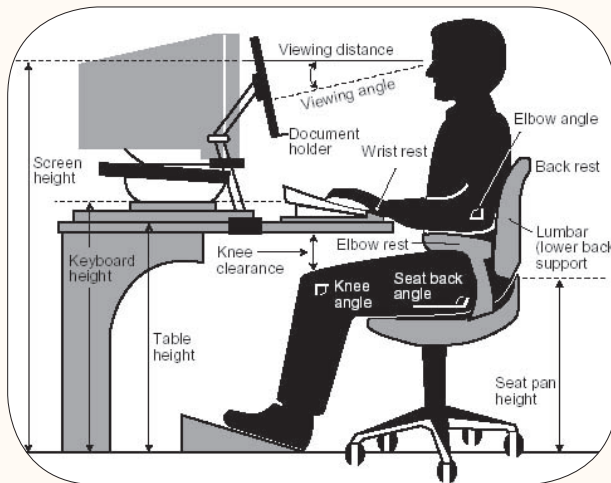


Work breaks, exercises and stretches are crucial to keep your musculoskeletal system working properly.

Even while seated, the body is actively performing tasks – exerting tension to hold the mass of our upper body and head upright. Prolonged seating can tire out the muscles, which can lead to injury.



Improper workstation setup and some tasks may force workers to maintain awkward postures and be exposed to compressive forces, resulting in impinged nerves and soft tissue injuries.

BREAKS AND MICROBREAKS

Avoid extended periods of any one continuous task (such as keyboarding) by taking short

breaks (about 2 minutes), or alternating tasks that change posture and motion. There should be no more than 30 minutes of continuous computer use at a time without a break.

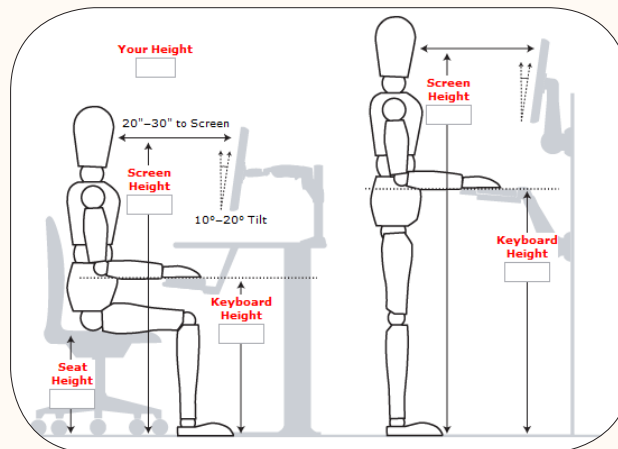
Take microbreaks (30 seconds to 1 minute) every 10 minutes to rest the arms, legs, back, neck and eyes.

Set up the office so the printer is far enough away that you have to stand and walk to get your printed material.

Stand up for phone calls.

ARE SIT / STAND DESKS THE ANSWER?

There is no definitive research that says Sit / Stand desks are the answer for everyone. Your organization will need to establish a policy and procedure around determining when changing work areas to this system would be appropriate.



EXERCISES AND STRETCHES

If you have an injury or any type of reoccurring discomforts, make sure it is medically safe for you to do these.

Exercises and stretches can help decrease the chance of developing a musculoskeletal injury (MSI). Exercise should be integrated into your daily life.

Eyes: Close eyes tightly for a second, and then open them widely. Repeat several times.

Hands: 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.

Low Back: Stand from chair. 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.

Neck and Shoulders: Lift your shoulders toward your head. Hold for 1-3 seconds and relax. Pinch your shoulder blades together. Hold for 1-3 seconds and relax.