

Stretching and Warm-up Exercises



1 Stretch the shoulders, arms, and rib cage by reaching overhead as far as you can and hold for a few seconds.

While stretching, do simple side-bends to warm up muscles that can get stiff while sitting.

2 Put your palms together

in front of your chest. Slowly lower your hands until you feel a mild stretch in your forearms.

3 Make a fist with both hands,

then spread fingers out as far as you can. This can reduce muscle tension resulting from grasping or pinching activities.

4 Roll your shoulders

forward and backward with your arms at your sides.

5 Stretch the lower back

by placing your hands on your hips and bending backwards gently.

Stretching and Warm-up Exercises (continued)



6 Stretch arms and upper back.

Straighten arms in front of you with fingers interlaced and palms facing away from your body.

7 Turn your head slowly from side to side.

Other neck stretches include tipping your head toward your shoulders and lowering your chin to your chest.

8 Stretch shoulders and arms

by interlacing fingers behind your back, palms facing your body, and slowly turn elbows inward while straightening your arms.

9 Stretch shoulders and upper back

by interlacing fingers behind your head and pulling your shoulder blades toward each other. This will help release tension and tightness in shoulders and upper back.

10 Pull your leg up to your chest

slowly by grasping the shin. Hold it 5–10 seconds, then repeat with the other leg.

Proper Workstation Seating

✓ **Document holder:** Same height and distance from the user as the display screen

✓ **Display screen:** Top of display screen slightly below eye level

✓ **Seat height, angle:** Adjustable for comfortable posture

✓ **Chair:** Backrest supports lower back



✓ **Keyboard:** Detachable and adjustable to allow straight/parallel hand-forearm

✓ **Desk or tabletop:** Thin work surface to allow legroom and posture adjustments

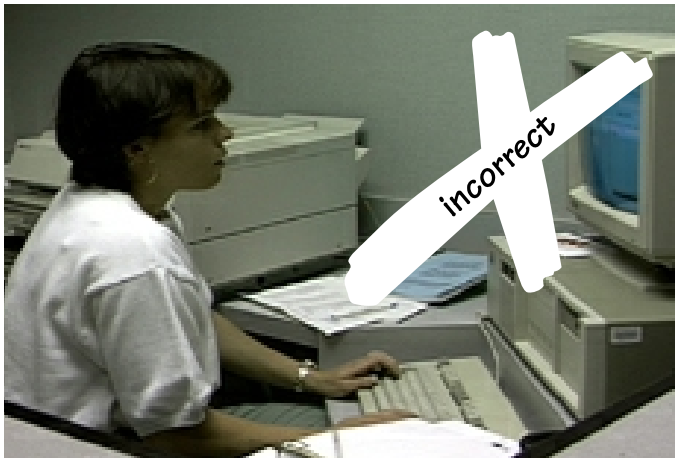
✓ **Feet:** Rest comfortably on floor or foot rest

Keyboard Wrist Positioning

Examples of Poor Wrist Positioning Include:

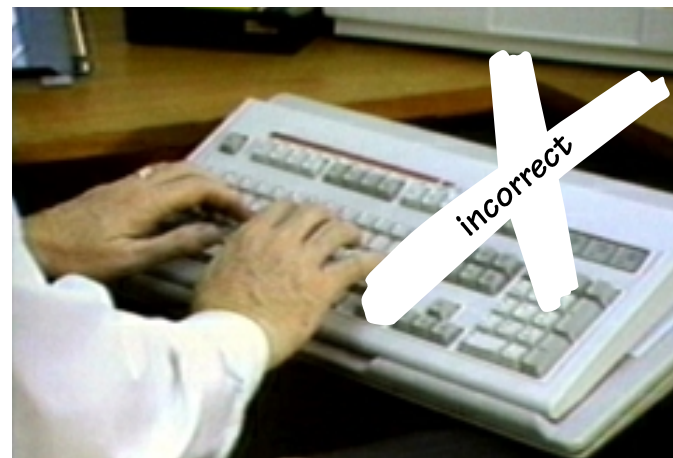
Deviation

(wrists bent inward or outward)



Flexion

(wrists bent upward)



Extension

(wrists bent downward)



As a general rule, the keyboard should be situated so that the wrists are in a neutral position.

Lighting and Glare

- Position monitors perpendicular to window
- Use low-level lighting, desk lamps, and task lighting
- Use antiglare screen

Poor Lighting

- Bright light
- Direct glare
- Indirect glare

Good Lighting

- Good diffusers
- Shaded windows
- Indirect lighting
- Task lighting



Office Chair Usage

- **Five-wheel base**
- **Adjustable height**
- **Adjustable armrests**
- **Adjustable backrest**
- **Adjustable seat pan**

Durable fabric for “breathing”
(vinyl where operations produce
dust, grindings, etc.)

Conveniently
adjustable back
support (vertical
or horizontal)

Armrests to
provide
elbow
support

Waterfall
front

Adjustable height
(pneumatic lift
preferred)

Good seat
cushioning

Swivel (usually)

Five legs for stability

