

EXERCISES FOR OFFICE WORKERS

Lateral neck



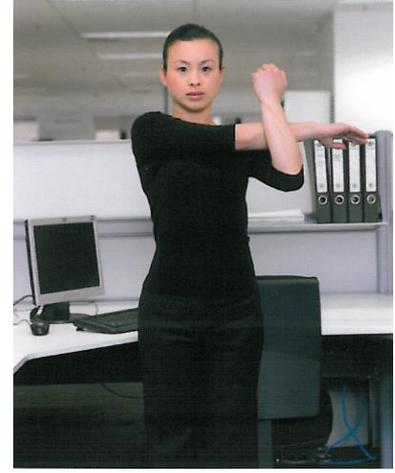
Look straight ahead and gently pull your neck so that your ear moves towards your shoulder. Repeat on the opposite side.

Neck rotation



Turn your neck to the right and gently apply force to your chin with your fingers. Resist the force with your neck for a resistance stretch. Repeat to the left side.

Triceps & shoulder



Raise your right arm across your body and aim for your elbow to be in line with your opposite shoulder. Hook your left arm over your right arm. Pull your right arm towards your body using the force of your left arm. Repeat on the opposite side.

Shoulder



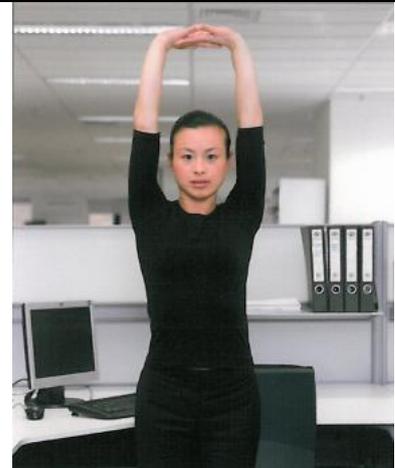
Clasp your hands in front of you keeping your arms straight and in line with your shoulders. Interlink your fingers, and push your shoulders forward without moving your upper back.

Shoulder



Standing up straight, clasp your hands behind your back, interlinking your fingers. Squeeze your shoulder blades together and lightly push your arms upwards without bending forward.

Upper back & shoulder



Standing up straight, interlink your fingers and raise your arms above your head. Pull both arms up and backwards. This stretch can be done seated or standing.

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Lower forearm (anterior)	Lower forearm (posterior)	Lower back
		
<p>Place your left arm straight out in front of you with your fingers pointing towards the floor. Move your right arm out in front of you and place your right hand (from the side) over your left hand. Apply a gentle resistance force with both hands without moving your arms up or down. Repeat the steps with the opposite side.</p>	<p>Place your left arm straight out in front of you, with the palm of your hand facing out. Move your right arm straight out in front of you and place your right hand over your left hand fingers (excluding your thumb). Very gently move your right hand towards your body pulling your left hand's fingers. You should feel the stretch on the underside of your left wrist. Repeat on the opposite side.</p>	<p>Stand up straight and place both your palms on your lower back. Support your back with your hands and slowly move your lower back so that your shoulders are behind your buttocks. Hold for 5-10 seconds.</p>

Front of thigh

<p>Stand up straight and bend you left leg at the knee so that your foot is behind your body. Hold your left foot behind your body with your left arm. Pull your left heel to you buttocks. Both knees should be in line. Repeat on your right side.</p>

Getting up and walking around is the best exercise you can get to provide a break from sitting, concentrating and using the muscles of the arms and hands. About every 20 to 30 minutes is a guide to how often it is helpful to move around.

Even getting up for 20 to 30 seconds to pick up papers from the photocopier or get some water is a way to change your posture and give muscles a chance to recover.

Maintaining flexibility is important. Here are some easy to do stretches that can be performed in the office. These stretches should be performed regularly, at least 3-4 times a day by holding each for approximately 10-15 seconds. Perform stretches gently and within your own comfort levels

OHS 11 H-ORP-02 Office exercises

References and Associated Documents

#	Title	Document Type
1	OHS 11 H-ORP-02 Ergonomics	Procedure
2	OHS 11 H-ORP-02 Office Chairs	Instruction
3		
4		
5		

1 Document Control History

Version	Date	Description of Changes	Author	Approver
1	03/06/2015	New Document	C.Roche	A.C
2				
3				
4				
5				