Computer & Desk Stretches

Approximately 4 Minutes

Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!

1 — 10–20 seconds, 2 times

2 — 10–15 seconds

3 — 8–10 seconds each side

4 — 15–20 seconds

5 — 3–5 seconds, 3 times

6 — 10–12 seconds each arm

7 — 10 seconds

8 — 10 seconds

9 — 8–10 seconds each side

10 — 8–10 seconds each side

11 — 10–15 seconds, 2 times

12 — Shake out hands, 8–10 seconds

Office Ergonomics Tips

*Workstation Adjustment*

Comfort Improvement

Tips and Techniques

CITY OF STOCKTON

Steps for Adjusting Your Workstation:

1. Adjust the chair height so your elbows are at about desktop level.

2. Adjust seat back for good support of the lower back, using a lumbar pillow if needed.

3. If your seat has a tilt feature, set this so you are comfortably supported.

4. If your feet don't comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard.

5. Locate your monitor so the top of the viewing area is at or below eye level.

6. With elbows at desk level, your wrists should be straight. Use a wrist rest if desired, and if you have armrests try to adjust them so they support your arms without being too high or too low. Use small pads on armrests if needed.

7. Locate the mouse next to the keyboard, so both elbows are by the sides while working. Use your mouse pad or another soft surface to pad edge of desk. Avoid pressing your hands or forearms against any sharp edges on desk.

8. Adjust screen brightness and contrast for clear comfortable viewing, and clean the screen frequently.
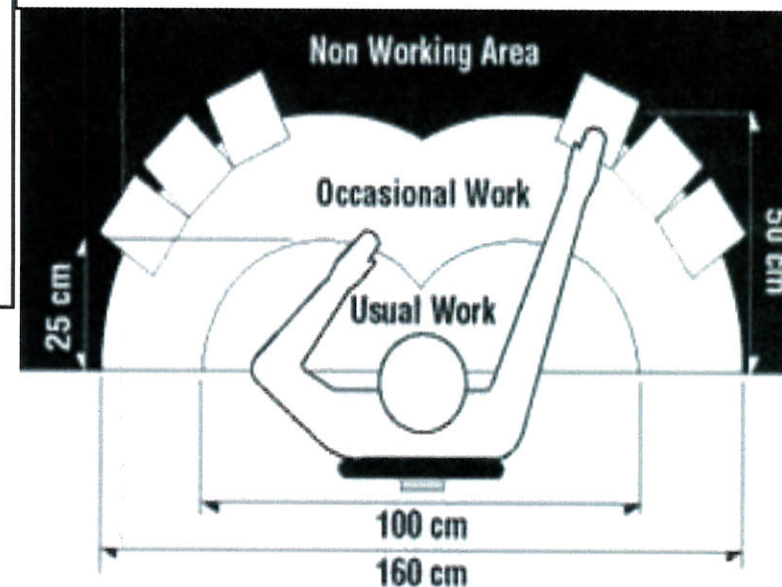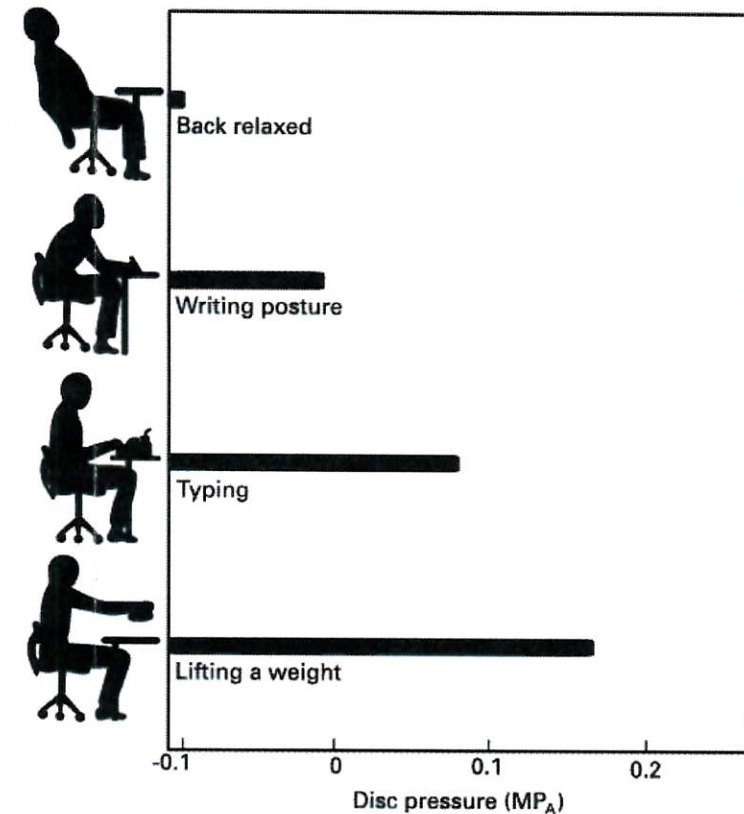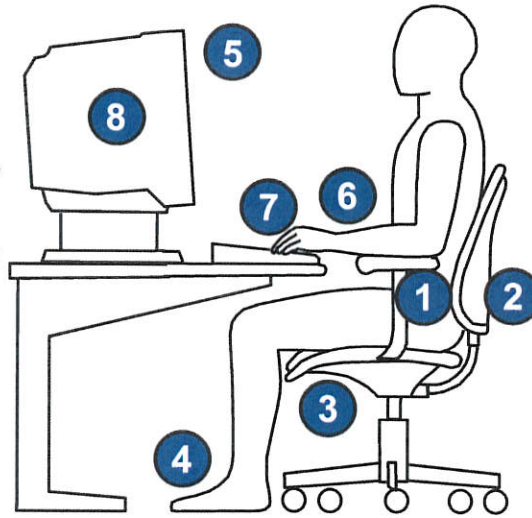
Finally...Practice Safe Lifting in Offices

Remember that people often do more lifting in office areas than they realize. Think and plan before using manual effort -- don't twist or jerk while lifting, keep loads close to the body, keep your back in its natural curvature, get help if needed, and use mechanical assistance whenever it is available. Other ideas: avoid placing heavy boxes on the floor; change from heavy bottled water to in-line filtration; use contractors to pack and move offices. Practice safe lifting and exertion methods off the job, too.

Back relaxed

Writing posture

Typing

Lifting a weight

-0.1   0   0.1   0.2

Disc pressure (MP$_A$)

Non Working Area

Occasional Work

Usual Work

25 cm

50 cm

100 cm

160 cm