

# A GUIDE TO GOOD POSTURE AT WORK

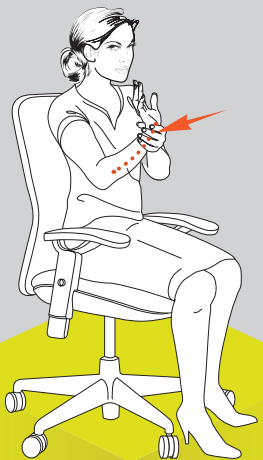
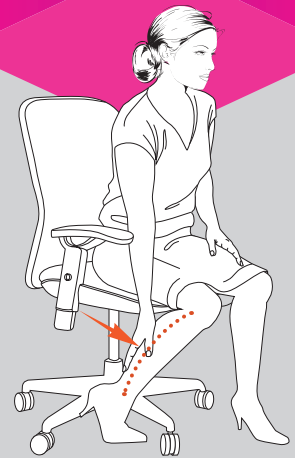
headache



eye  
fatigue



leg  
discomfort



wrist  
discomfort



shoulder & neck  
discomfort



back  
discomfort

According to the Arthritis Disease Center, 50 to 80 percent of Americans complain of back pain in the workplace. The cause? Bad posture which results from bad habits you pick up while sitting and/or standing around your office space.

**86%**

of office workers report some discomfort from their office furniture and equipment<sup>[1]</sup>

**35%**

of sick days away from work are due to Musculoskeletal injuries<sup>[2]</sup>

## DID YOU KNOW

**98%**

of people showed signs of better posture when they had constant reminders about their posture while seated at a desk<sup>[5]</sup>

**87%**

of office workers feel more comfortable and energized while using a standing desk<sup>[4]</sup>

**33%**

of Workers Compensation costs are spent on ergonomic injuries<sup>[3]</sup>

[1] "Time for an Ergonomic Touch-Up: Staples Survey Shows Office Ergonomics Can Improve Productivity and Well-BeingOffice " Staples Advantage.com, Feb. 17th, 2011

[2] "Nonfatal Occupational Injuries and Illnesses Requiring Days Away from Work, 2013" US Bureau of Labor Statistics, Press Release December 16, 2014

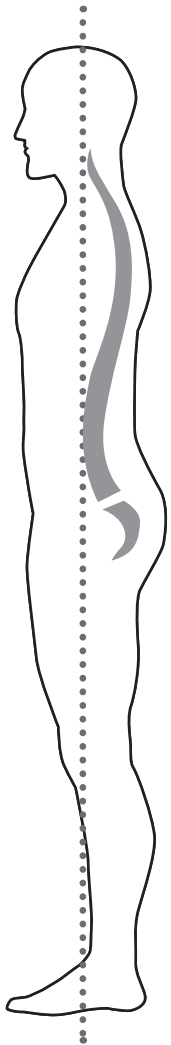
[3] *ibid*, p.1.

[4] "Reducing Occupational Sitting Time and Improving Worker Health: The Take-a-Stand Project, 2011" Centers for Disease Control and Prevention, Vol.9 – Oct 11, 2012

[5] "The effects of feedback on computer workstation posture habits", <http://www.ncbi.nlm.nih.gov/pubmed/22246307>

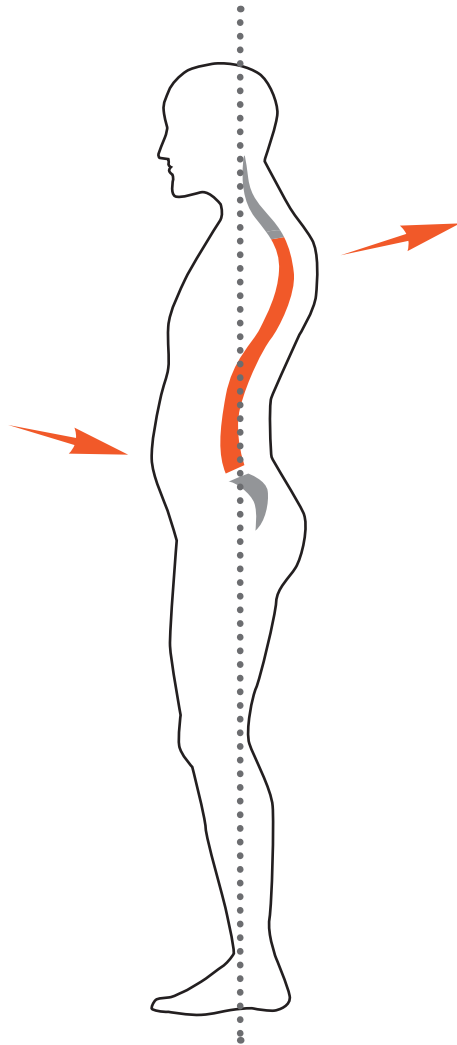
**ideal  
posture**

**An improperly aligned spine can** put extra pressure on your muscles and ligaments—increasing your risk of injury and back pain.



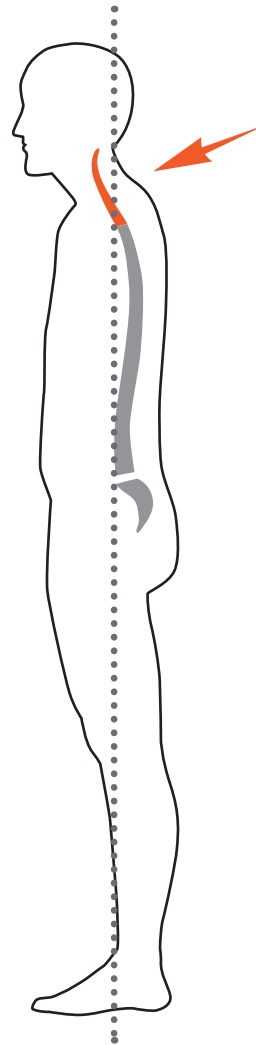
**ideal**

The head aligns over the pelvis, the shoulders are back, and the muscles are balanced, giving a sleek, streamline appearance.



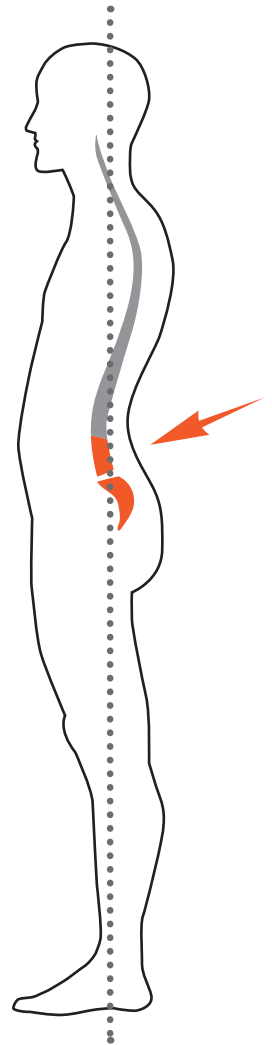
**postural kyphosis**

The spine in the upper back has an excessive curvature. The upper back, or thoracic region of the spine, is supposed to have a slight natural curve.



**flat back**

The pelvis is tucked in and your lower back is straight instead of naturally curved, causing you to stoop forward.



**sway back**

The pelvis is tipped forward and the spine bends back sharply. Both your low back and your mid-upper back curve become exaggerated.

# HOW TO GUIDE TO GOOD POSTURE

## SITTING

A - The height of your work surface should allow you to work without reaching or bending. Arrange commonly used items such as staplers and phones so that they are within easy reach.

B - Forearms should be parallel to the floor and at an approximate 90 degree angle from your upper arms.

C - Wrists, neck and head should be in a relaxed neutral position - not angled up or down.

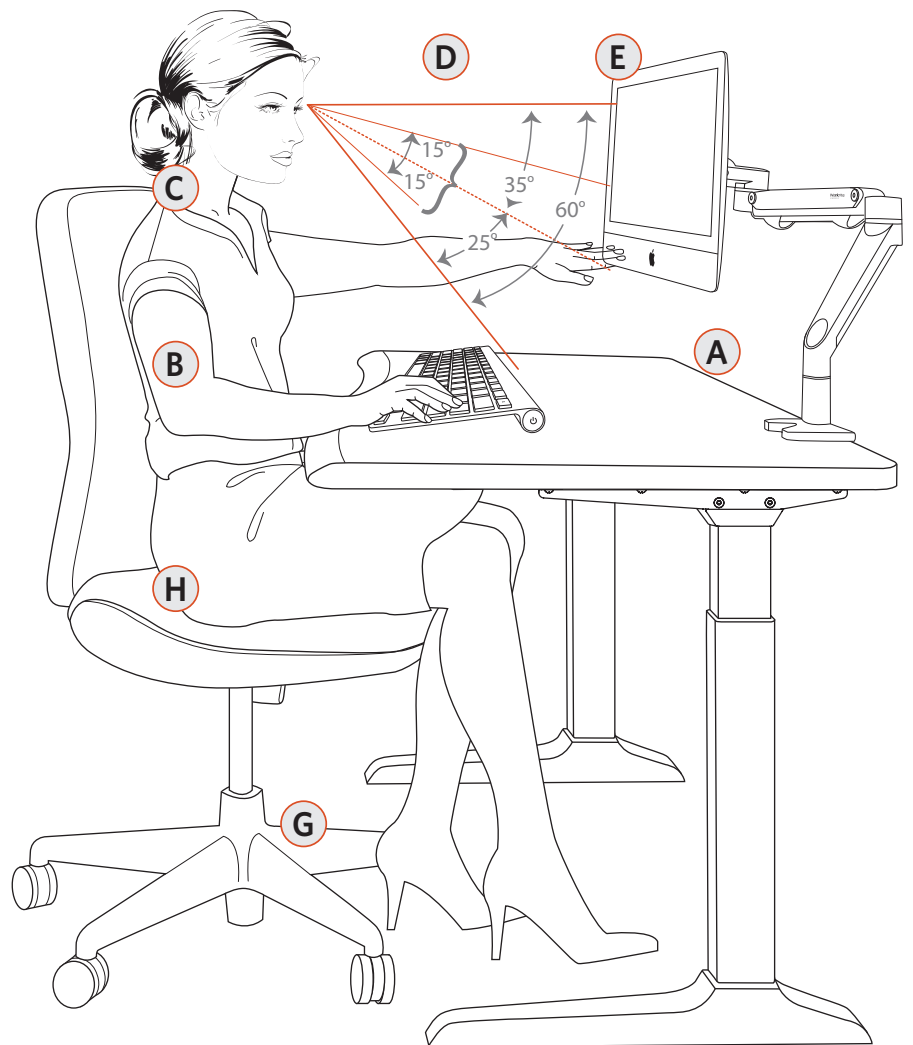
D - The distance between your eyes and the monitor should be at least 15.7" or more - typically arms' length.

E - The top one-third of your computer screen should be positioned at or below eye level.

G - Adjust the height of your seat so that your feet are resting firmly on the floor. Use a foot rest if you feel that your feet are not properly supported.

H - The depth of your seat should allow the back of your knees to extend beyond the edge of your seat. Thighs should be approximately parallel to the floor.

*Sitting properly may reduce pressure on your back and help improve your posture*  
*Get up and move every 20 minutes.*  
*This can include walks down the hall, stretches, and core strength exercises.*



# HOW TO GUIDE TO GOOD POSTURE

## STANDING

**A** - The height of your work surface should allow you to work without reaching or bending. Arrange commonly used items such as staplers and phones so that they are within easy reach.

**B** - Forearms should be parallel to the floor and at an approximate 90 degree angle from your upper arms.

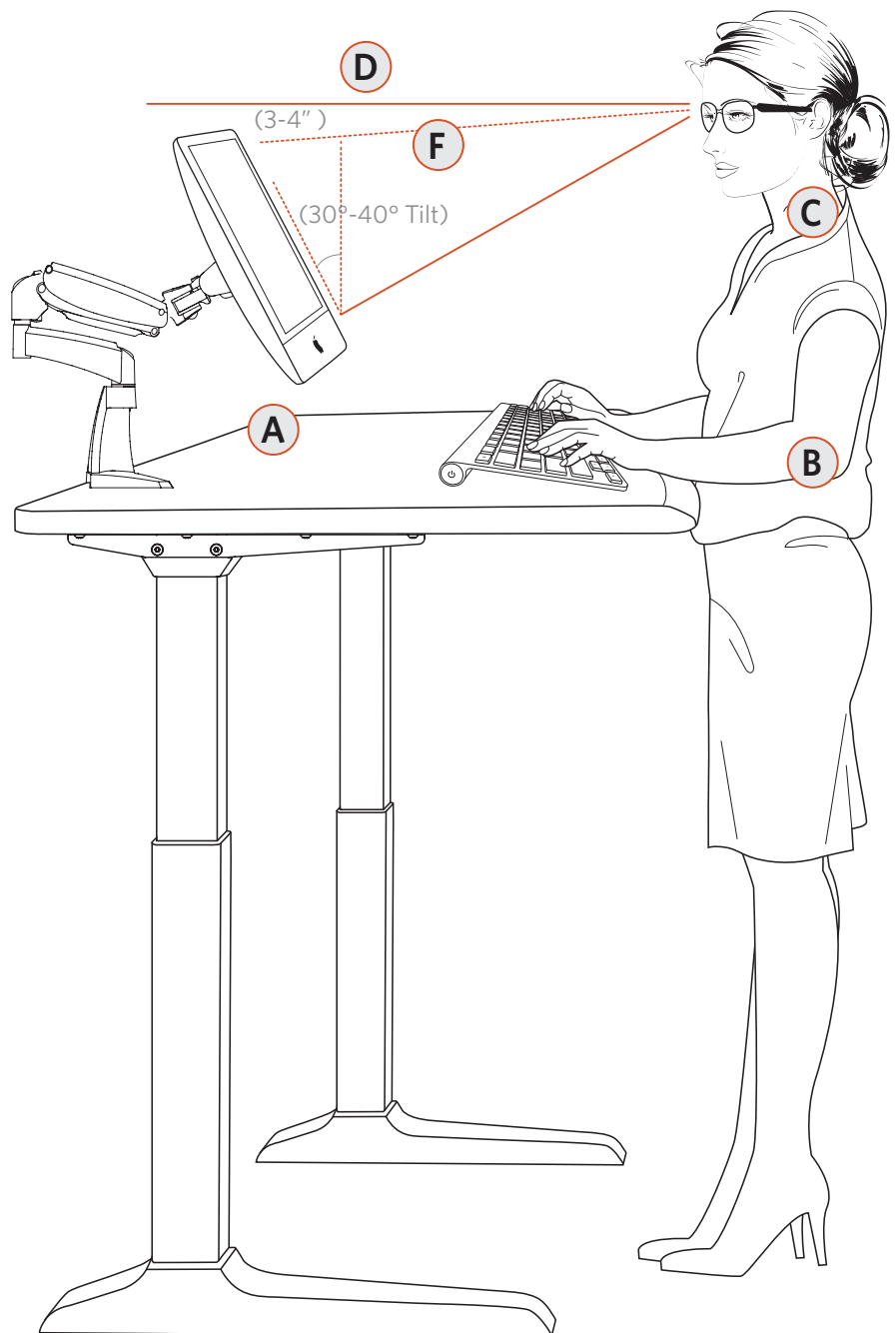
**C** - Wrists, neck and head should be in a relaxed neutral position - not angled up or down.

**D** - The distance between your eyes and the monitor should be at least 15.7" or more - typically arms' length.

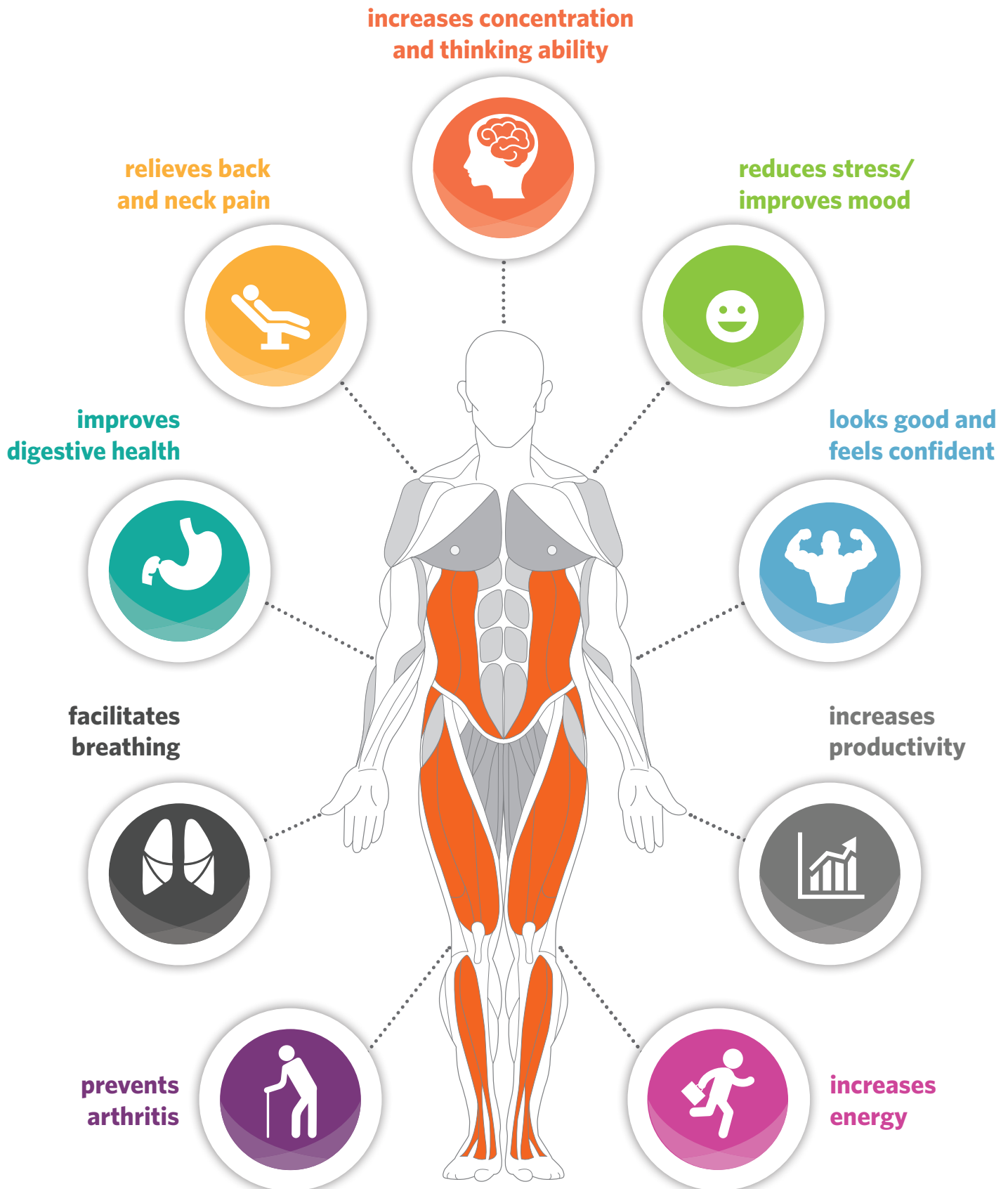
**F** - To insure that neutral neck and head posture are maintained, individuals who wear corrective lenses, particularly multi-focal lenses, may need to adjust the height of their monitor to a lower position and tilt the monitor at 30°-40° angle.

**DO NOT** stand in the same position for long periods of time. Move around and shift your weight.

*Good Standing Posture occurs when your ears, shoulders and hips are all in a straight line.*

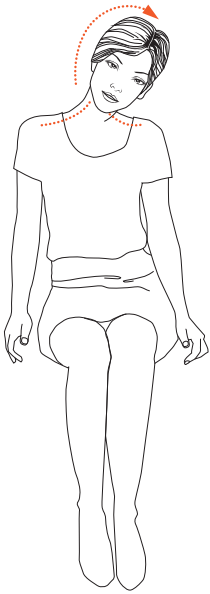


# BENEFITS OF GOOD POSTURE



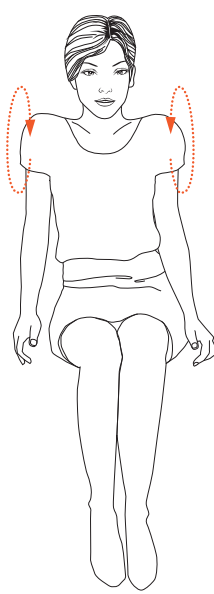


# SEATED EXERCISES YOU CAN DO **AT WORK**



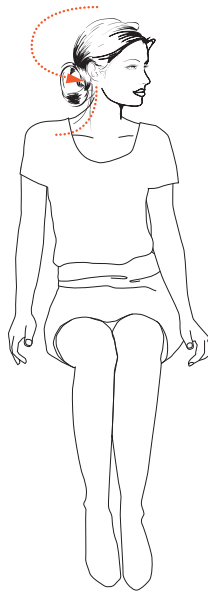
## NECK STRETCH

- Keeping your chin tucked in, gently lower ear to shoulder and hold for 10 seconds on either side.
- Repeat several times.



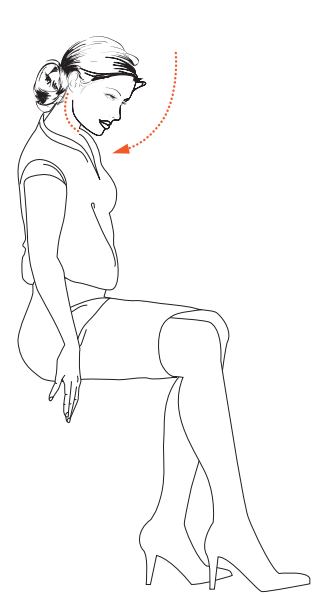
## SHOULDER ROLLS

- Circle shoulders forward several times, then backwards.
- Repeat 3 to 5 times.



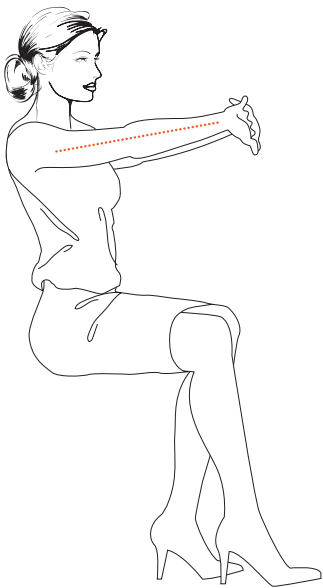
## HEAD TURNS

- Turn head slowly to look over each shoulder
- Repeat several times.



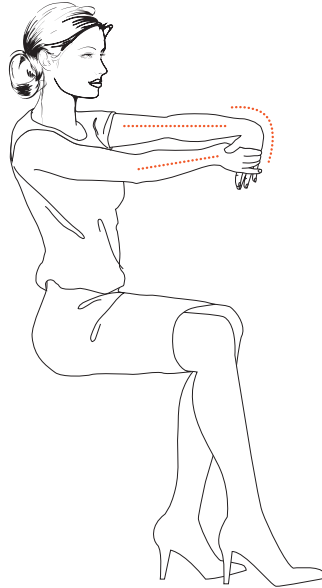
## CHIN TUCKS

- Raise the head to straighten the neck.
- Tuck the chin in and upwards creating a double chin.
- This also results in a forward tilt of the head.
- Repeat several times.



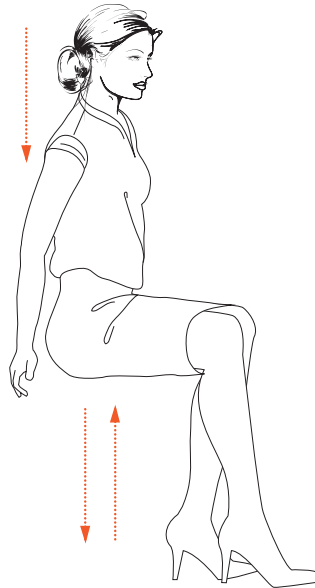
## WRIST & ELBOW STRETCH

- Interlace fingers, palms outward, and straighten arms in front.
- Hold for 10 seconds and repeat several times.



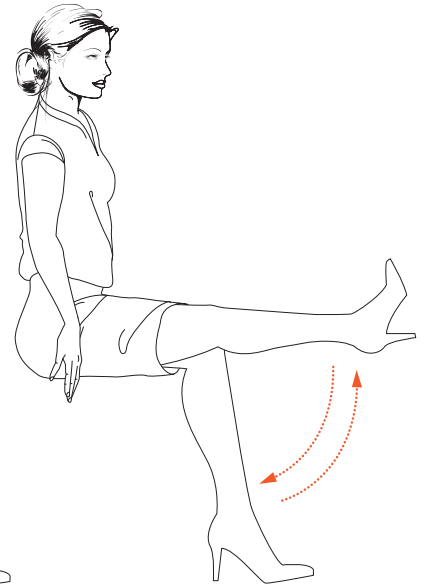
## WRIST STRETCH

- Straighten your arms in front and bend your wrist forward, gently assist the stretch with your other hand.
- Hold for 10 seconds then stretch your wrist back and hold for 10 seconds.
- Repeat several times.



## CHAIR DIPS

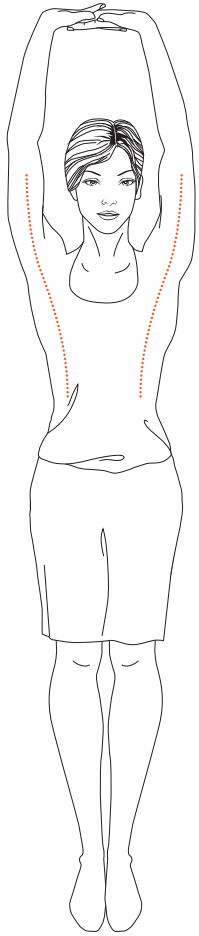
- Squat with your hands on the edge of the chair behind you and slowly lower your torso past the seat. Lift your body by straightening your arm.
- Repeat several times.



## LOWER-BODY LIFTS

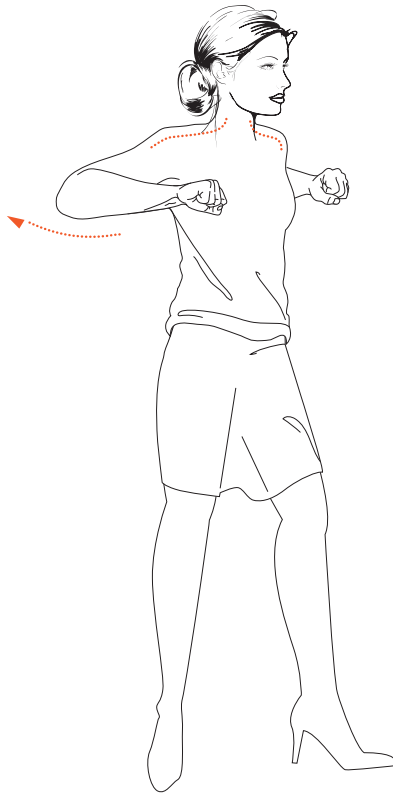
- Sitting upright in your chair, stretch one leg straight out and hold it for 10 seconds.
- Repeat several times.

# STANDING EXERCISES YOU CAN DO **AT WORK**



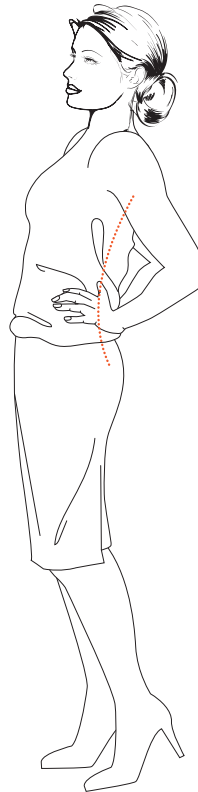
## **UPPER & LOWER BACK STRETCH**

- Interlace fingers and turn palms upwards above head; straighten arms then slowly lean slightly from side to side.
- Repeat movement several times.



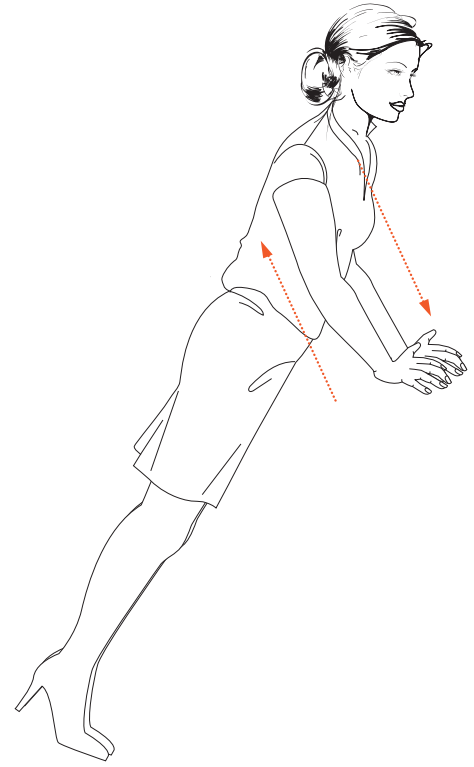
## **PECTORAL STRETCH**

- Raise both arms to shoulder height and bend elbows. Pull both elbows back slowly to bring shoulder blades toward each other.
- Repeat several times.



## **BACK ARCHING**

- Stand up. Support your lower back with hands and gently arch back and hold for 5 to 10 seconds.
- Repeat as often as needed.



## **DESK PUSHUPS**

- Lean against your desk and push your body away.
- Do 10 reps in a set and complete 3 sets a day



The American Heart Association urges **30 minutes** of walking per day to reduce the risk of heart disease. **100 steps per minute** is considered a reasonable pace.

## Going forward — **healthy habits at work:**

Consider developing the following healthy habits:

- Spend at least **30 minutes** every day being active.
- Take the **stairs** instead of using the elevator. Climbing stairs for **10 minutes** will burn **150 calories** (calculated using 150 pound as base weight).
- Stand up and stretch at least **once every hour**.
- **Ride your bike** to work instead of driving.