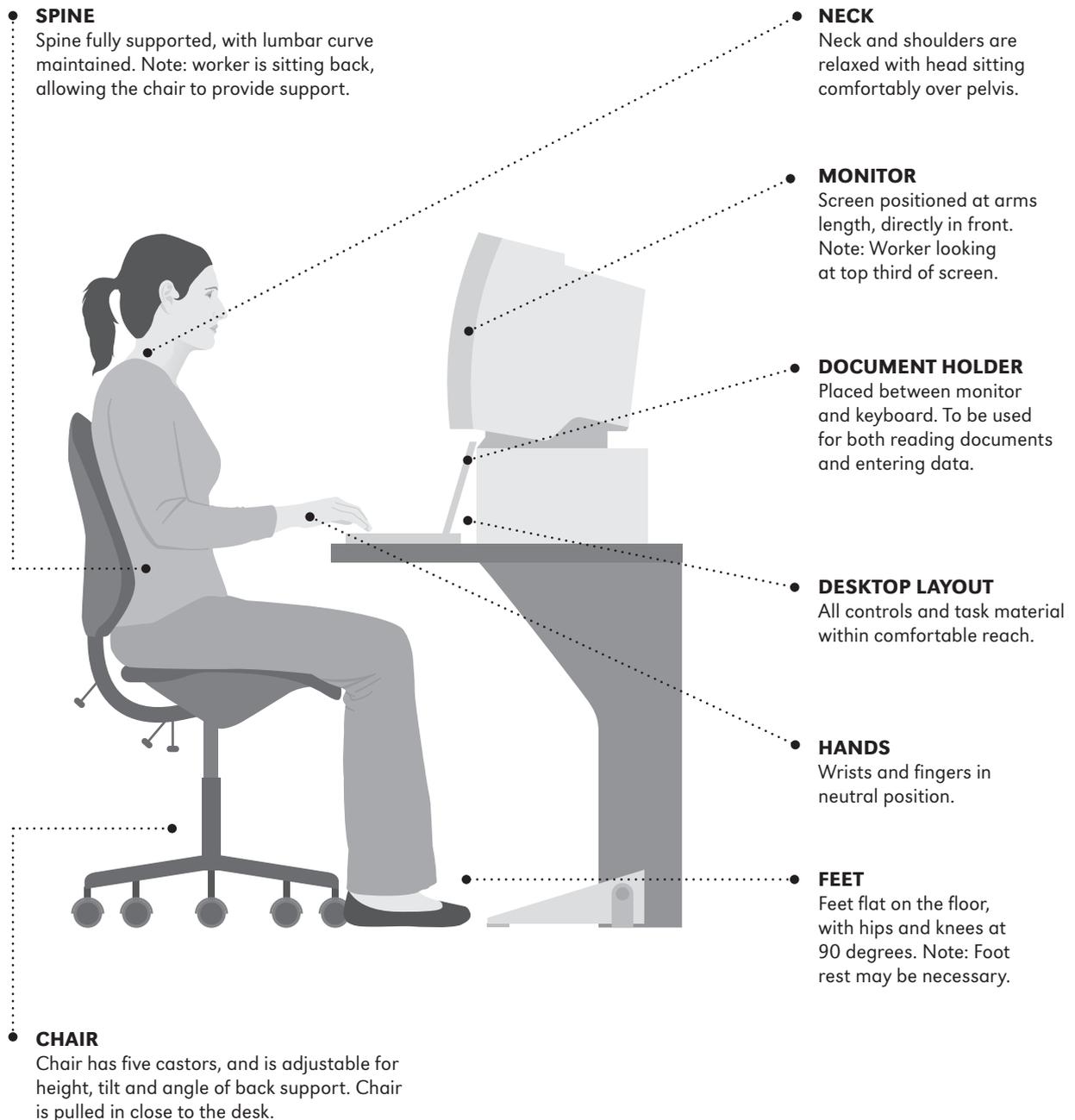


OFFICE ERGONOMICS

Prolonged periods of sitting can place heavy demands on our posture. Successful adjustment of the work station and management of ergonomic factors can increase comfort, productivity, health and safety.

It is imperative that everyone working in an office environment observes adequate ergonomic requirements to minimise the risk of injury.

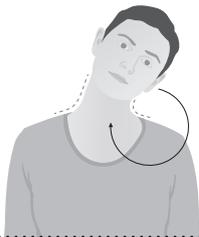


Adapted from information provided by The Recovre Group.

EXERCISES FOR OFFICE WORKERS

Office workers need to move around and reduce the effects of fatigue by doing different tasks.

It is important to take regular rest breaks. Exercises like these should be performed hourly. Relax and perform exercises gently and never stretch to the point where pain is experienced.



NECK: HEAD ROLLS
Gently lower ear to shoulder and hold for 10 seconds. Slowly roll chin to chest and up to the other shoulder and hold for 10 seconds. Repeat several times



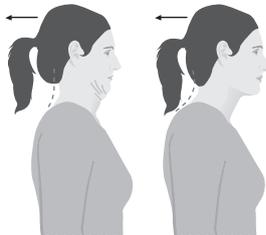
SHOULDER ROLLS
Circle shoulder forward several times, then backward. Repeat three to five times.



NECK: HEAD TURNS
Turn head to look over shoulder and hold for 10 seconds. Repeat several times.



SHOULDER STRETCH
Stretch an arm above head, cradle elbow with hand and gently pull elbow behind the head. Hold for 10 seconds and repeat several times.



NECK: CHIN TUCKS
Raise the head to straighten the neck. Move head backwards with chin parallel to the floor. Repeat several times.



WRIST, HANDS AND ARMS
Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.



LOWER BACK STRETCH
Stand up. Support your lower back with both hands and gently arch back. Hold for 5 to 10 seconds. Repeat as often as necessary.



ANKLE FLEX
Hold one foot off the floor, leg straight, flex ankle (pointing toes up) and extend (pointing toes down). Repeat with the other leg.



UPPER BACK STRETCH
Lean over the back of the chair, letting your upper back arch backwards and your chest relax and expand. Repeat several times.



EYES
To reduce tired and sore eyes, take short rests and look away from your screen into the middle distance. Blink regularly, look into the distance and move your eyes horizontally, vertically and diagonally.

Adapted from information provided by The Recovre Group.