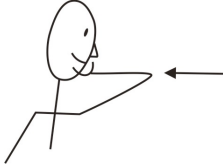



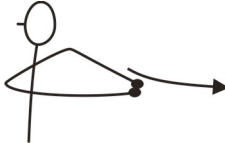









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 <p>Make a double chin and add gentle pressure with one hand over the chin. Hold up to 30 seconds. Relax and repeat 3X.</p>	 <p>Tuck the chin onto the chest and gently rest one hand over the back of the head. Now slouch to feel the stretch extend to the middle back. Hold for 10 seconds.</p>	 <p>Take the right ear to the right shoulder, resting the right hand on the head (do not force). Feel a stretch in the left neck. To increase, move the left shoulder toward the floor. Hold for a minimum of 10 seconds, relax and repeat on the other side.</p>
 <p>Look toward the right hip. Gently rest the right hand on the back of the head and feel a stretch at the base of the left neck. Hold for a minimum 10 seconds. Relax and repeat on the other side.</p>	 <p>Clasp the hands behind the back. Stretch the hands away to feel a stretch across the front of the chest and in the upper back. Rest the chin toward the chest while you do this stretch. Hold 10 seconds, relax and repeat.</p>	 <p>Stand with your feet apart. Slowly and gently bend forward until gentle stretch around the back and hamstring. You can either fold your arms across the chest or just hang your arms down. Stay there for a few breaths.</p>
 <p>Stand with your feet apart, clasp your hands behind your back and bend forward, letting the arms relax over the head toward the floor. Stay there for a few breaths.</p>	 <p>Upper back stretch: clasp your hands behind the neck and lift the elbows whilst keeping the tummy flat. Hold 2-5 seconds and relax. Slide the bottom forward to stretch higher in the back.</p>	 <p>Forearm stretch: rest the palms down on the desk with fingers toward you. Then rest the palms up on the desk fingers toward you, hold 10 seconds each.</p>
 <p>Stand with your feet apart, put your hands over your low back. Slowly and gently arch backward and come back up, repeat 5 times. You may notice that you start to go further and it feels more and more comfortable.</p>	<p>The essentials!!!</p> <ul style="list-style-type: none"> • Take regular short breaks • Regularly check posture and perform gentle stretches • Avoid hugging the phone between the ear and shoulder • Ensure good low back support in the chair to facilitate optimal sitting posture with minimal effort • Chin tucks! (make a double chin) • Upper back extension • <i>Shoulder circles</i> – relax muscles and promote circulation <p>Gently remind others if they are sitting with poor posture. If you feel uncomfortable with your work postures ask for help!</p> <p>Points to remember:</p> <ul style="list-style-type: none"> • A little bit goes a long way e.g. 1 stretch every hour • Listen to your body • If new aches/pains don't ease within 24 hours, seek advice from your physiotherapist. <p>Maintain your own general health and fitness</p>	

All stretches should be performed gently and feel comfortable at all times. Do not force any movements.



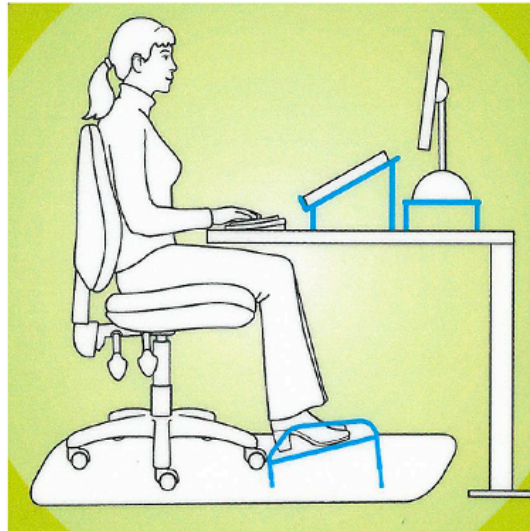


Optimal Sitting Posture and Computer Layout

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Set the chair so that the forearms slope gently down towards the keyboard



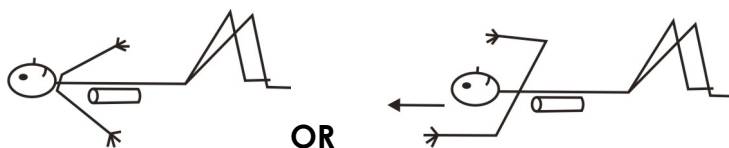
- Screen and keyboard directly in front of you
- Top of screen/toolbar at eye level
- Forearms horizontal
- Wrists in neutral, not extended (bent backward)
- Mouse close to keyboard
- Reading material on tilt board between the keyboard and screen
- Ensure your bottom is at the back of the seat so that the backrest sits comfortably in the small of your back
- Items frequently used placed within a 30cm radius
- Try to change position or do one stretch at least every hour

Thighs should be parallel to the floor, with no pressure on the underside of the thighs at the front edge of the seat

The feet should be slightly forward of the knees

Simple Upper Back Stretches:

Keeping this area loose will reduce strain on the back and shoulder areas



OR



Towel Stretch: Roll up a towel and place it lengthways along your spine, between your shoulder blades. The aim is to keep the chin tucked and lengthen the back of neck, and relax in this position. If you can't maintain this position and find that your chin pokes out, you may need to place a small pillow or a folded towel under your head to allow you to lengthen the back of the neck and relax. You can rest your arms by your side or above your head. Rest in this position for a minimum of 5 minutes. This is a relaxing stretch!

Rest on your hands and knees. Slide the left hand between the right hand and knee, going as far as possible. Rest the head on the floor and see if you can stretch a little further. Feel the stretch across the upper back. Rest for several seconds and then repeat on the other side. Repeat 3 times each side

