

## EXERCISES FOR AT THE OFFICE OR AT HOME

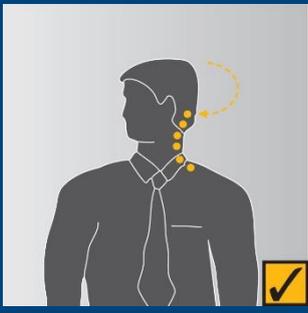
### Stop, get up and move!

Getting up and walking around every 20-30 minutes is the best exercise you can get to provide a break from sitting, concentrating and using the muscles of the arms and hands. Getting up to go to the printer/ photocopier, standing up whilst talking on the phone, getting a glass of water are all ways to change your posture and give your muscles a chance to recover.

### Stretch and check!

Stretching exercises help to relax muscles, which have been working and move those which have been in a fixed position. If possible, stand to do the stretches.

- ✓ Do a few of these exercises a few times every day
- ✓ Dots show the muscles that you are exercising
- ✓ Make sure you relax and perform them gently
- ✓ Hold the stretch or repeat as indicated on the diagrams
- ✓ Do not over-stretch
- ✓ Stop if you feel discomfort when performing an action
- ✓ Remember to do each side

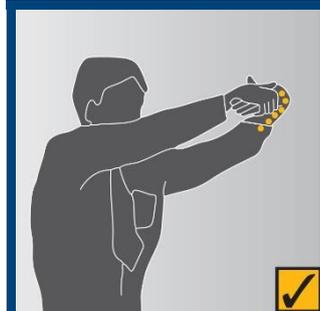
	<b>Neck Stretch</b> <ul style="list-style-type: none"><li>➤ Keeping your chin tucked in, gently lower ear to shoulder and hold for 10 seconds on either side</li><li>➤ Repeat several times</li></ul>
	<b>Head Turns</b> <ul style="list-style-type: none"><li>➤ Turn head slowly to look over left shoulder and hold for 10 seconds</li><li>➤ Turn head the other way and hold for 10 seconds</li><li>➤ Repeat several times</li></ul>
	<b>Chin Tucks</b> <ul style="list-style-type: none"><li>➤ Raise the head to straighten the neck</li><li>➤ Tuck the chin in and upwards creating a double chin</li><li>➤ This also results in a forward tilt of the head</li><li>➤ Repeat several times</li></ul>
	<b>Shoulder Rolls</b> <ul style="list-style-type: none"><li>➤ Circle shoulders forward several times</li><li>➤ Then circle shoulders backward several times</li><li>➤ Repeat 3 to 5 times</li></ul>

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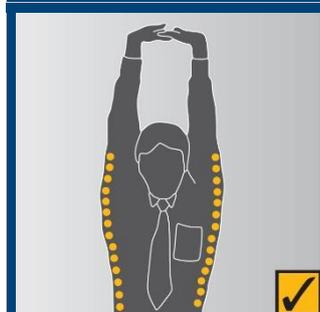
### Wrist and Elbow Stretch

- Interlace fingers, palms outward and straighten arms in front
- Hold for 10 seconds
- Repeat several times with each arm



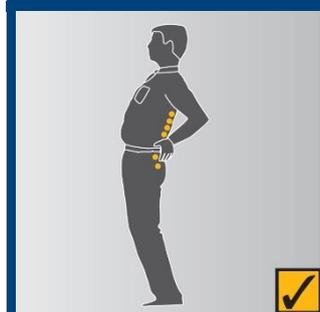
### Wrist Stretch

- Straighten your arm 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 with other arm



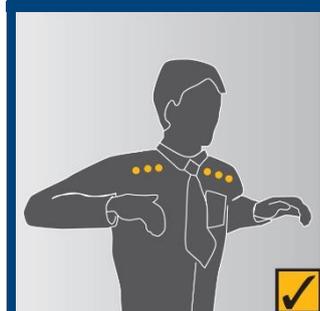
### Upper and Lower Back Stretch

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



### Back Arching

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



### Pectoral Stretch

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

Source: WorkSafe Victoria's 'Officewise – A guide to health & safety in the office', available at [www.worksafe.vic.gov.au/resources/officewise-guide-health-and-safety-office-handbook](http://www.worksafe.vic.gov.au/resources/officewise-guide-health-and-safety-office-handbook).