

Western University

GET ACTIVE AT WORK

Shoulder Shrugs

- Raise shoulders towards ears
- Hold
- Relax downward to a normal position

Neck Tilts

- Keep shoulders relaxed and arms hanging loosely
- Tilt head sideways, first to one side, then the other
- Hold 5 seconds on each side

Upper Back Stretch

- Interlace fingers behind head with elbows out
- Pull shoulder blades together
- Hold 5 seconds, then relax

Wrist/Forearm Stretch

- Place hands palm to palm
- Move hands downward, keeping palms together and elbows even
- Hold 5-8 seconds

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Office Ergonomics Quick Reference Guide



Backrest reclines at a 90-110° angle



Hips even with or slightly higher than knees



Position monitor to maintain neutral neck posture



There should be a space 2-3 fingers wide, between back of knees and end of seat pan



Keep desk free of clutter



Use hands-free headset for prolonged

