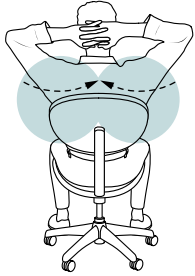


# Recommended Workstation Positioning and Exercises

## Exercises To Help Promote Ergonomic Comfort

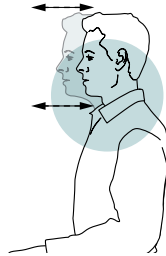
There are many possible causes for physical discomfort. If you are experiencing symptoms that persist for more than two weeks or are severe enough to interfere with your job or personal activities, consider seeking medical assistance.



### Executive Stretch

For upper back, chest and shoulders

Sit upright in your chair. Clasp your hands behind our head, keeping your elbows in line with your ears. Press your elbows back as far as possible, squeezing your shoulder blades together. Relax, then repeat 3 times.



### Neck Glide

For neck

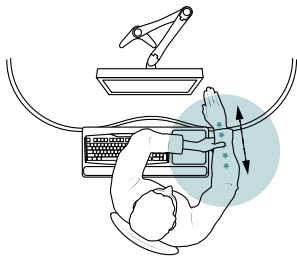
Sit comfortably upright and look straight ahead. Keeping your head and ears level, glide your head back as far as it will go. Now glide your head forward. Repeat 3 times.



### Reverse the Curve

For back and hips

Stand with your feet slightly apart. Place your palms in the curve of your lower back. Keep your chin down and focus on an object in front of you. Bend backward, supporting your lower back with your hands. Don't lock your knees. Hold for 5 to 10 seconds. Repeat 3 to 5 times.



### Arm Massage

For forearms

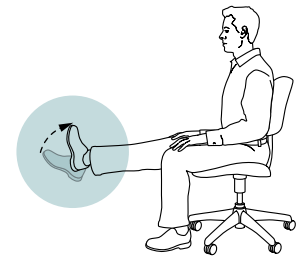
Sit at a desk or table. Place your arm in front of you with your hand palm-down. Use your thumb to press firmly on your opposite arm, moving it slowly from your wrist to elbow and back down. Repeat 3 times.



### Focusing Technique

For eye relaxation

Focus on an object at least 6 metres away or as far from your work area as possible, then move your eyes around and look at other objects. Look back at your computer screen. Repeat throughout the work day.

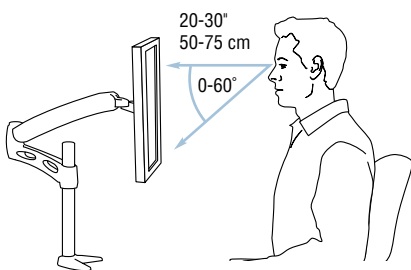


### Leg Extension

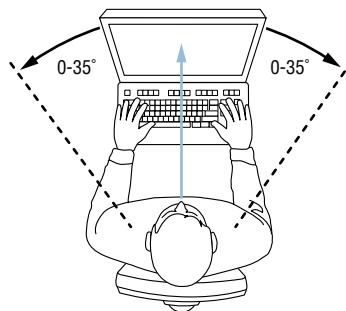
For legs and lower back

Sit in a chair and straighten one leg directly in front of you. Flex your foot by pointing your toes toward the ceiling. Flex hard for 5 seconds, then release. Repeat 3 to 5 times. Return foot to floor and switch legs.

## Recommended Positioning

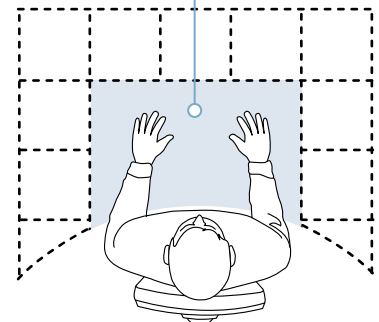


To avoid eyestrain, position your monitor within a comfortable viewing distance, at or below eye level, and within your 60° viewing field.



Position source documents in line with your screen, and no more than 35° to either side, to avoid excessive turning or bending of your neck.

Optimal area for input devices



Place input devices within the recommended area to avoid strain on your wrists, arms and hands.