OFFICE ERGONOMIC SET-UP:

- Viewing Distance
- Viewing Angle
- Screen Height
- Keyboard Height
- Knee Clearance
- Table Height
- Document Holder
- Wrist Rest
- Elbow Angle
- Backrest
- Lumbar (Lower Back) Support
- Knee Angle
- Seat Back Angle
- Seat Pan Height
FOREARM STRETCHES

Grasp hand and slowly bend wrist down. Turn forearm so that thumb is up. Hold for 10 seconds.

Make a fist and slowly bend wrist down. Turn forearm so the thumb is up. Hold for 10 seconds.

Grasp hand on palm (not fingers) and slowly bend wrist up. Hold for 10 seconds.
TENDON GLIDING EXERCISES

Repetitions _______ Times A Day _______

Begin with fingers straight.

Bend knuckles keeping fingers straight (make a shelf).

Make a long fist.

Make a fist.

Bend fingers without bending large knuckles (like a claw).
COMPUTER & DESK STRETCHES

Shoulder shrugs. Use at the first signs of tightness or tension in the shoulder and neck area.

Press elbows back as far as you can. Hold 10 seconds, then relax. Do several times. This is good to do when shoulders and upper back are tense or tight.


Hold left arm just above the elbow with the right hand. Gently pull elbow toward opposite shoulder as you look over your left shoulder. Hold for 10

Hold left elbow with right hand, then gently pull elbow behind head. Hold easy stretch for 10 seconds.
Clasp hands, straighten arms out in front of you. Hold stretch for 10 seconds.

Clasp hands and reach towards ceiling, keeping hands in a palm-down position. Hold for 10 seconds.

NECK RANGE OF MOTION

Look over left shoulder as far as you can. Then look over the right shoulder. Hold 10 seconds.

Slowly tilt head to left side. Hold 10-20 seconds. Then tilt head to right side. Hold again 10 seconds.

Chin tucks: Pull chin as if to make a double. Hold 5 seconds, then repeat.

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**BACK SAFETY**

Back injuries are one of the most common causes of injuries for all workers. Back injuries usually occur after years of using incorrect body mechanics during lifting, standing or sitting activities. Poor posture, loss of flexibility and being in poor physical condition also are cumulative risk factors.

**Here are a few basic back facts:**

1. The most frequently injured area of the back is the lumbar area.
2. Most back injuries occur before the age of 55.
3. Most back injuries are due to years of back abuse or misuse.
4. Lifting 70 pounds produces 1000 pounds of pressure on the vertebrae.
5. Losing 1 pound of weight removes 10 pounds of stress from your lower back.
6. Smoking reduces the blood supply to the discs causing them to degenerate faster.

**Prevention of a back injury is possible by:**

- Using good body mechanics at work and at home.
- Using proper lifting techniques by maintaining the 3 natural curves of the back—Cervical, Thoracic and Lumbar.
- Staying in good physical shape.

- Asking for help when lifting heavy boxes or heavy patients.
- Using lifting devices whenever possible. These include carts, dollies, transfer belts, hoyer lifts and sliding or roller boards.
• Plan your lifts. Check to see how heavy the load will be before attempting the lift.
• Don’t stay in any one position for an extended period of time. Stretch in the opposite direction after being in a static posture.
• Change the workstation, when possible, to avoid excessive bending, overhead work, frequent twisting or squatting by re-organizing supplies to store them between mid-thigh and mid-chest.
• Break down loads into smaller quantities whenever possible.
• Remove obstacles or trash to avoid unnecessary reaching when lifting.
• Use short stools or boxes to sit on rather than long periods of squatting, crouching or kneeling.

![Avoid this posture for long periods](image1)

![Use a stool or box when possible](image2)

**Proper lifting techniques include:**

• **Bend at your hips and knees**, not from your back, when reaching down towards the floor.
• **Maintain a wide base of support** to improve your stability by keeping feet shoulder-width apart.
• **Keep the weight as close as possible** to your trunk. Lifting or holding an object at arm’s length can increase the weight’s load 10 times.
• **Maintain your lumbar curve** while lifting and lowering the weight and raise your head first. This will ensure that all of the bones, muscles and ligaments are in their most optimal, efficient position.
• **Lift objects with your leg power and make sure to tighten your stomach muscles.**
• **Pivot with your feet** when turning; do **not twist** your upper body and trunk.
• When possible, **work between mid-thigh to mid-chest** as you have the best mechanical advantage for safety and power in your back.
• **Push rather than pull** as it allows you to lean into the load and use larger muscle groups.
• Follow these principles while carrying, pushing, pulling and reaching as well as lifting.

**Sleeping**

When sleeping, the position least likely to cause back pain is lying on your back with a small pillow placed under your knees. Don’t use a large pillow for head support as it will flex your neck too far forward.
Sitting

A small towel, lumbar roll or ergonomic chair can provide lumbar support while sitting, and can assist you in maintaining good posture while relieving the strain on muscles in the back. If your chair has built-in lumbar support, make sure it is adjusted to provide support at your waist level. The entire back support can be moved up and down in many office chairs. The back angle can often also be adjusted in most ergonomic chairs. It is recommended that the chair back be kept upright while keying or doing paperwork and that it be adjusted back in a more relaxed position while using the phone, reading or meeting with someone to vary the muscles used throughout the day.