

DESK EXERCISES

There are exercises you can do to prevent musculoskeletal disorders and problems with your vision. The following exercises will not only prevent these conditions but will also increase your energy level and make you more comfortable at your workplace.



Important Note

Breathe normally and move slowly while performing these exercises. Discontinue if you feel pain, dizziness, or nausea.

TO PREVENT PROBLEMS WITH **VISION**

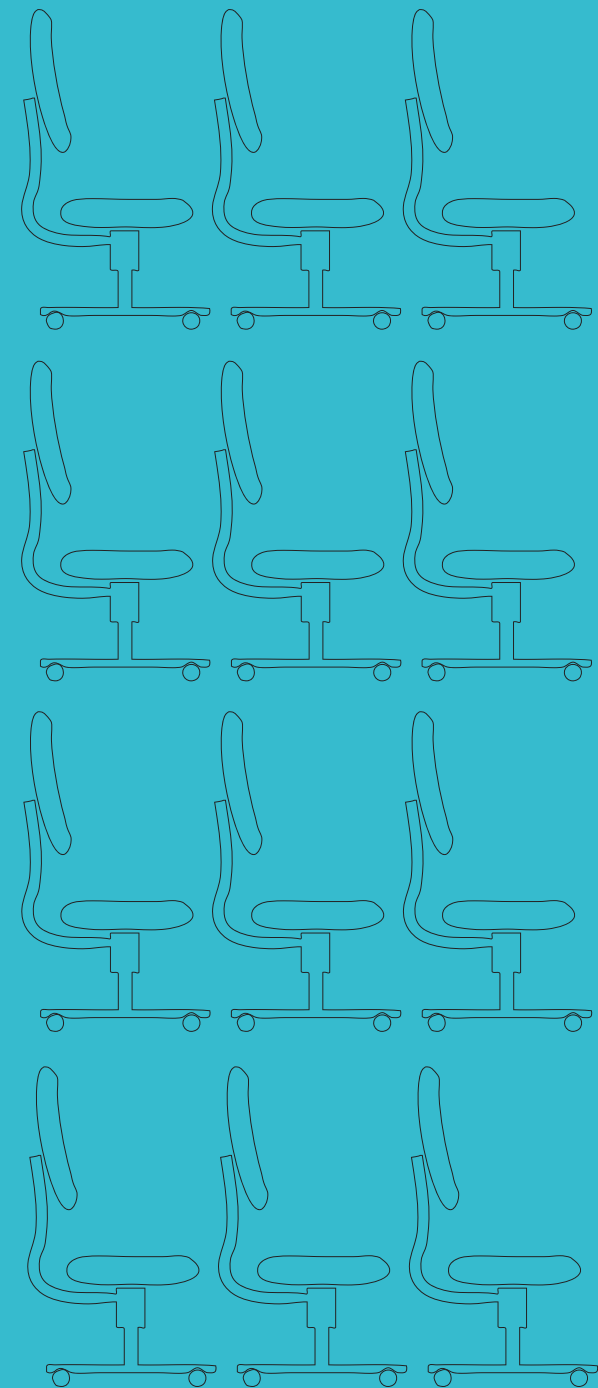
- For 60 seconds focus on an object at least 20 feet away.
- Lightly cup your palms around your eyes with your eyes closed. Relax for 60 seconds.
- While looking away from your work, roll your eyes up and down and from side to side.

TO PREVENT **CARPAL TUNNEL SYNDROME**

- Open and stretch your fingers widely, hold, then slowly close them together into a fist.
- Straighten your arm with palm up and slowly apply downward and backward pressure against the fingers. Reach over the top of the hand and gently pull the thumb straight back. Repeat with the palm down, pulling the fingers back. Gently pull the thumb straight back.

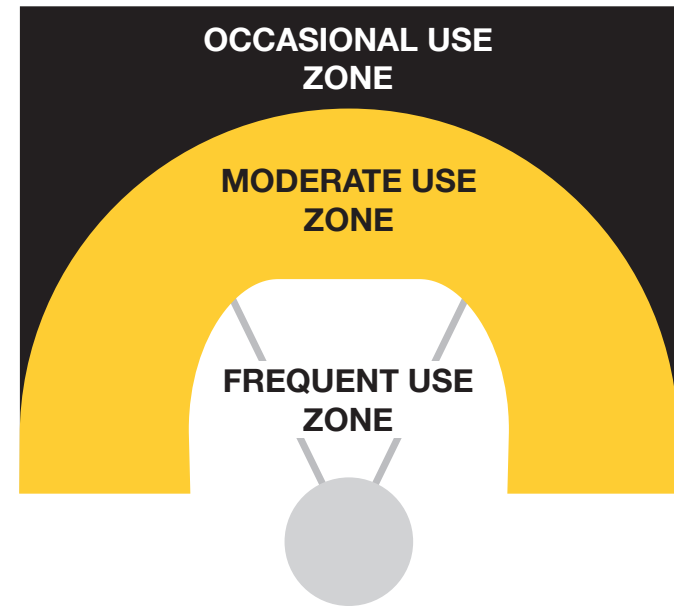
TO PREVENT **NECK & BACK STRAIN**

- Gently bend your head downward, hold briefly and bend upward. Repeat three times.
- Slowly turn your head to the right three times while holding each turn for 3 to 5 seconds. Repeat with left side.
- Bend your neck towards your right shoulder, hold, and look down. Repeat with left side.
- With one hand on each shoulder, cross your arms. Shrug your shoulders up and relax them as you gently pull them downward and forward.
- Turn your shoulders and head slowly and completely with your hands on the lower back.
- Clasp your hands behind your back and straighten your arms and arch your back upwards.
- Lean back in your chair and stretch your arms up and your legs out while repeatedly flexing your feet. Widely open and tightly close your hands.



4 Zones of Workplace Ergonomics

1. The “You” Zone
2. The “Frequent Use” Zone
3. The “Moderate Use” Zone
4. The “Occasional Use” Zone



1

YOU ZONE

This is the most important zone. A crucial posture in your chair is important. The seat height should be adjusted so that your feet are flat on the floor, your knees are bent at a 90-degree angle, and your arms lie flat on your desk. The backrest should be in constant contact with the curve of your lower back.



2

FREQUENT USE ZONE

Put both of your arms straight out in front of you and spread them to the sides. All of the area within reach is your frequent use zone. This space should be for your current task items, regularly used supplies, and computer components.

Your monitor should be eye level and about 18 to 24 inches away. Adjust the monitor so that there is no sharp glare from lighting and choose screen colors that are easy on your eyes.

Your shoulders should be relaxed when using the keyboard and mouse. Your upper arms should be resting at your sides. Keep your hands level with your wrists to avoid positions that cause stress or pain.

3

MODERATE USE ZONE

The area beyond the frequent use zone is your moderate use zone. Items that are used regularly but that don't require immediate attention should be placed here. These items may include: pens, pencils, tape, and staplers.

4

OCCASIONAL USE ZONE

Desk space that is the furthest out of reach, towards the sides and back of the desk, is the occasional use zone. This area should be used for items such as trays and folders.

Word to the Wise

You should avoid any one position for an extended period of time. Do routine stretches, give your eyes a break, and take deep breaths whenever possible.