

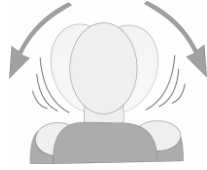
## Exercises at the office

1



Introduction

2



Neck

3

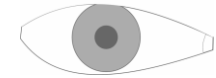


Back

4


 Forearm, wrist and  
hand

5



Eyes

BEND YOUR HEAD to READ the following introduction

A day's work in a sitting position or activities in which you must adopt static postures must be combined with other activities that can compensate for the lack of mobility (otherwise muscles tend to get stiff). You should take micro-breaks (short breaks) every hour and a half and, if possible, intersperse them with muscle relaxation exercises.

Exercises can help to reduce accumulated tension. During your breaks, you should carry out these simple exercises that are divided into four groups:

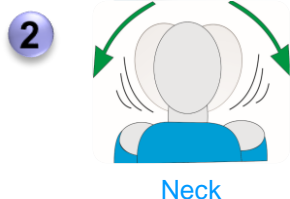
- Neck
- Back
- Forearm, wrist and arm
- Eyes

All of the following exercises can be done while you are sitting in your chair. Now that you have started bending your neck, carry on...

## Exercises at the office



Introduction



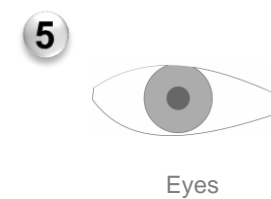
Neck



Back



Forearm, wrist and hand



Eyes

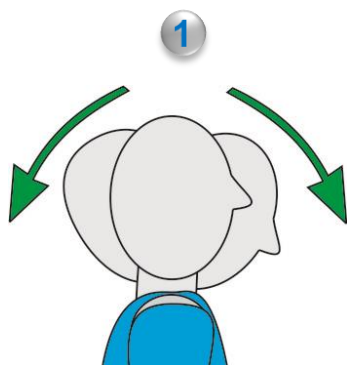
### Muscle relaxation of the CERVICAL REGION

#### Neck exercises

To reduce musculoskeletal fatigue, and particularly neck and shoulder tension, you should carry out exercises that help you to **relax your cervical region**. These exercises can be carried out when you are sitting in your work chair.

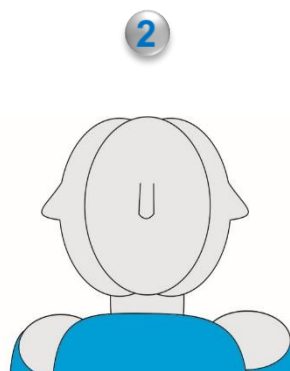


4 repetitions every 90 minutes



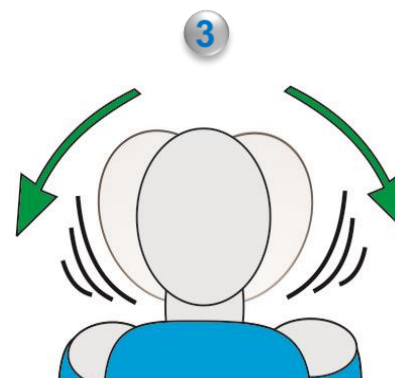
Flexion and extension of the neck (say YES)

Bend your head forward (2 seconds) and then back (2 seconds).



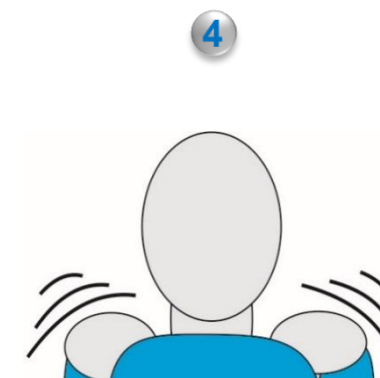
Turning your neck (say NO)

Turn your head to the right (2 seconds) and then to the left (2 seconds).



Tilt your head

Tilt your head to the right (2 seconds) and then to the left (2 seconds).



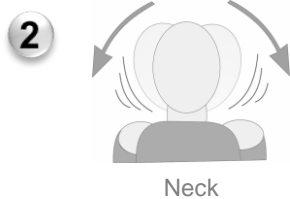
Shoulder lifts (say I don't know)

Raise and lower your shoulders with your arms stretched out and relaxed. You can also **rotate** your shoulders, first forwards and then backwards

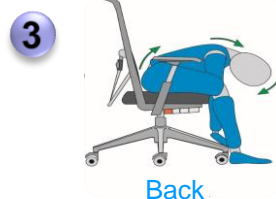
## Exercises at the office



Introduction



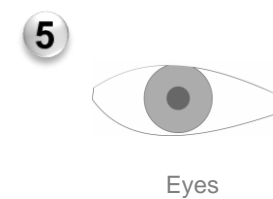
Neck



Back



Forearm, wrist and hand



Eyes

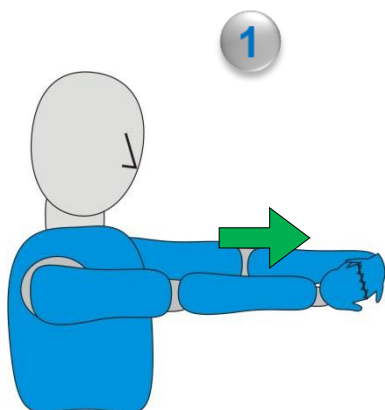
### Muscle relaxation exercises for the back

#### Back exercises

These exercises will help you to reduce tension accumulated in your back.

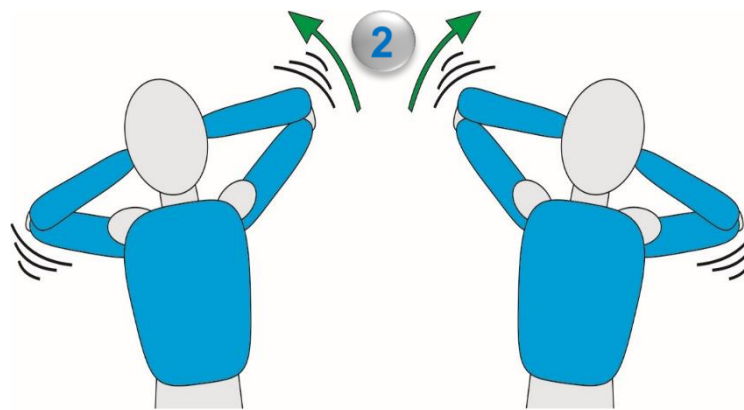


4 repetitions every 90 minutes



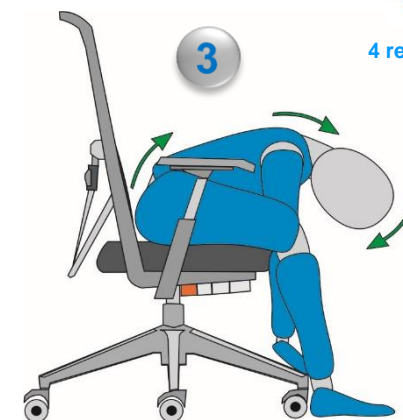
Top of the back (deltoids)

**Link your hands together** with the palm of your hands facing outwards and stretch your arms in the same direction for 10 seconds.



Side stretches of your back

Place your hands **behind the nape of your neck** and keep your **back straight**. Then, lift one **elbow up** before changing to the other side and lifting up the other elbow. Do several repetitions (five on each side).  
You can do these exercises whilst you are sitting on your chair.



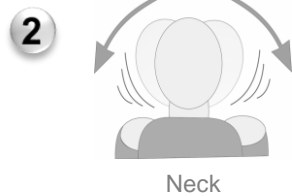
Back stretches (flexions)

Whilst you are sitting on your chair, **bend your body forwards** and at the same time bend your head forward (rest for a few seconds)

Exercises at the office



Introduction



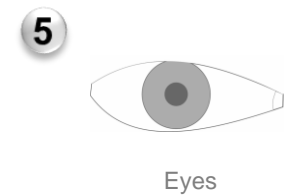
Neck



Back



Forearm, wrist and hand



Eyes

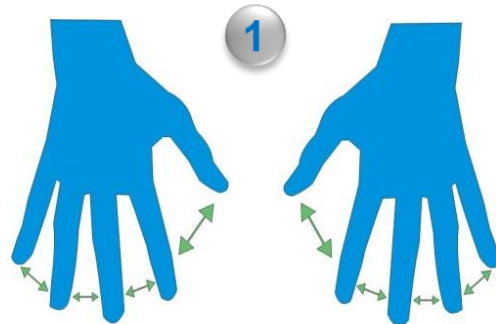
Relaxation of muscles in the forearm, wrist and hand

Wrist and hand exercises

Working with visual display units can cause muscle overexertion in the forearms, wrists and hands due to repetitive movement in this area.

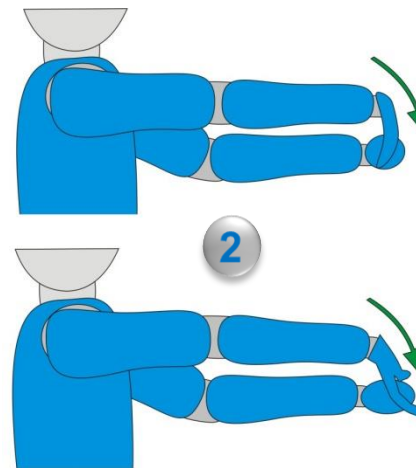


4 repetitions every 90 minutes



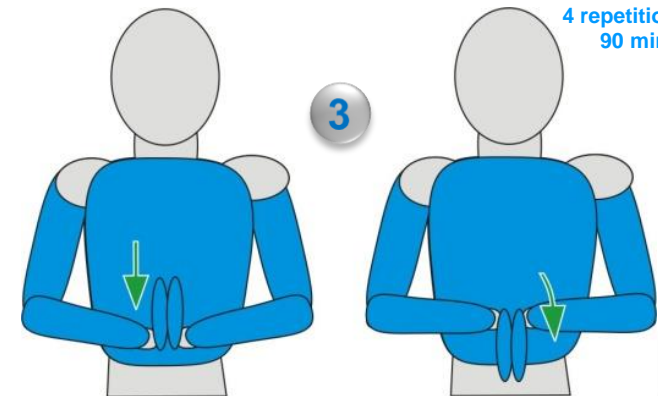
Stretch your fingers

**Spread out your fingers and stretch them** for 10 seconds until you feel the tension of the stretch. Then, relax your fingers, and close your hand tightly.



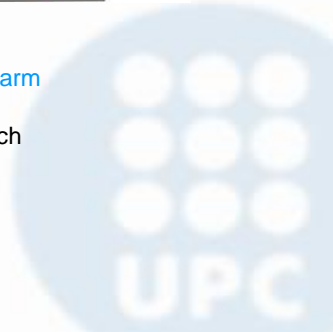
Flexion and extension of the wrist

Stretch your arm and with the **palm of your hand pointing downwards**, bend the wrist (for 10 seconds). Then, with the **palm of your hand facing upwards**, move your fingers downwards.



Stretch your wrist and forearm

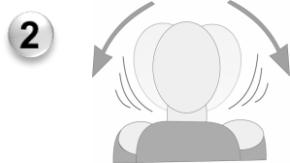
Try to hold the position in each exercise for 10 seconds



## Exercises at the office



Introduction



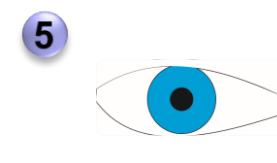
Neck



Back



Forearm, wrist and hand



Eyes

**TO AVOID EYE FATIGUE** caused by working with visual display units, carry out the following exercises

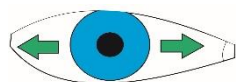
### Exercises to relax your eyes

To minimise **eye fatigue** you should carry out a series of exercises. These exercises can be done at work or in any other place.

**When you are using a computer, every 20 minutes you should look at a distant point for 20 seconds (20'/20'')**

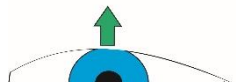


4 repetitions every 90 minutes



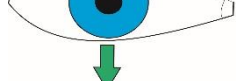
1

Focus your eyes to **one side** for approximately 2 or 3 seconds, then repeat the same operation on the other side (right and left). Do five repetitions on each side (do not turn your head)



2

Do the same as in the first exercise, but look **up and down**. Do five repetitions



3

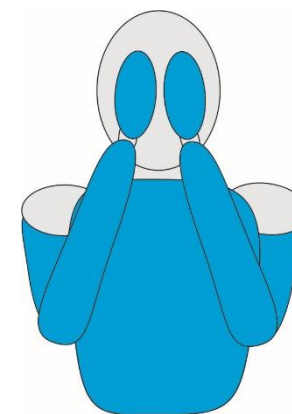
Now, **rotate your eyes** in a circle. Five clockwise and five times anti-clockwise



4

As we **blink less frequently than normal** when we use data display screens, try to blink regularly and to close your eyes for a few seconds when you do the exercises

5



**Close your eyes** and cover them with the palm of your hands (so that light does not enter) for 15 seconds.

Avoid pressing on your eyeballs.

