

FIRST MOVE OFFICE

TAKES A LOOK AT LONG HELD BELIEFS OF GOOD POSTURE – BELIEFS THAT NEED TO CHANGE

WHY... Status quo thinking asks you to believe that sitting up straight is good posture that will take care of your back, neck, shoulders and arms. This is not correct or helpful to educate you about self management of your workstation or working comfortably in the office environment.

1. Sitting up straight is NOT a natural or safe posture
 - FIRST MOVE OFFICE will explain that for you.
2. Human bodies did not evolve to sit in chairs
 - chairs are a human invention and have not been designed well for our bodies!!
 - the natural way for humans to sit is the flat footed squat.
3. There is no one posture that will keep you safe and pain free
 - the human body needs movement and variety.
4. You can't know if something is better or worse until you compare it
 - we use what 'we know' – and it becomes a habit.
 - The question is, good habits or bad habits.

The principle of FIRST MOVE is to compare different posture options to determine what suits YOUR BODY best.

YOUR FIRST MOVE IS TO ALWAYS LOOK AFTER YOURSELF

REMEMBER: Discomfort is a warning sign that something is wrong and you need to **CHANGE** what you are doing.

Use the skills learnt in **FIRST MOVE OFFICE** and make a difference in your comfort levels when working in the office.

WHAT TO DO:

- before you start any work, stop and find, your comfortable working posture
- change your working posture as often as you can
- regularly alternate between sitting and standing
- use **FIRST MOVE OFFICE** exercises during the day
- step away from your workstation several times a day – walk outside, around the office and up and down stairs
- achieve regular exercise outside of work.

These are tips for improvement - **NOT** a recipe. Listen to **your body** and make changes to improve **your** comfort levels.

If these tips do not improve your comfort levels. Ask for help.



WELL BEING ... ITS NEVER JUST ONE THING

There are many factors that contribute to you experiencing discomfort at work.

Some of these include:

- your work habits and activities
- the way you have your workspace set up
- lack of exercise and mobility
- home and/or work stresses
- activities outside of work
- workload.

Your work posture is only one factor to consider in your overall well being.

HOWEVER if you spend a long time at your computer – it is a vital, and easy, component to address.

SITTING - WHAT IS GOING TO WORK BEST FOR YOU?

DESK

- Sufficient space to organise paperwork.

MONITOR

- Directly in front
- Arms distance away
- Eye level 10 - 30 degrees downwards

CHAIR

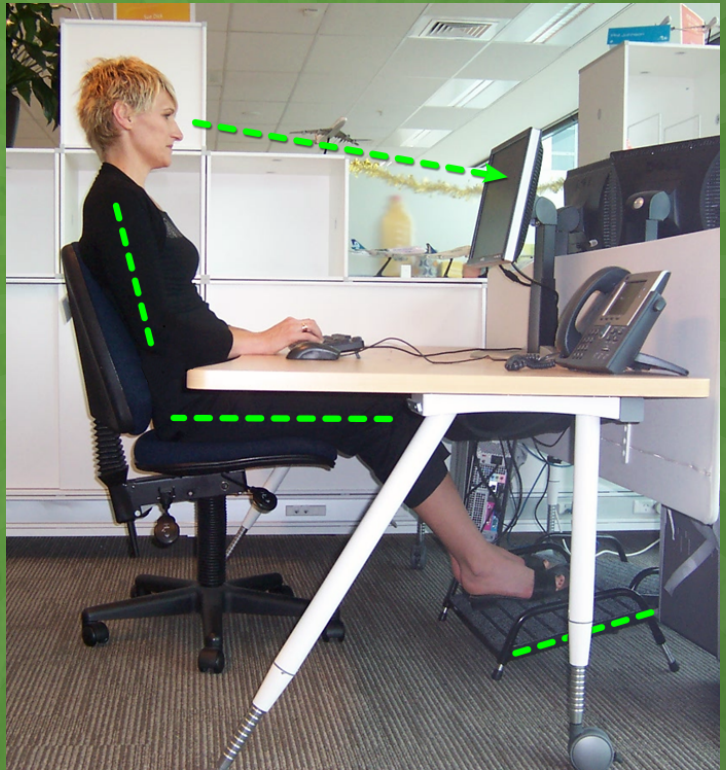
- Back rest supported by chair.
- Hips and knees level.

FOOTSTOOL

- Angled footstool.

KEYBOARD & MOUSE

- Elbows below shoulders.



SITTING

You need to be relaxed in the chair with your back **RESTING** and **SUPPORTED** against the backrest.

'Slumping forward' in your chair is not going to be good for you.

Try the points highlighted in **orange** to remedy 'slumping forward':

- backrest is too upright and is pushing you forward
 - **relax the backrest back**
- not using an angled footstool
 - **back of the footstool higher than the front**
- backside pushed right to the back of the chair
 - **wriggle your butt down and forward a bit**
- knees are lower than your hips
 - **increase the height of your footstool to bring your knees level with your hips**
- footstool is too close
 - **push footstool further away— feet should be further away from you than knees**
- over-reaching to the mouse or keyboard
 - **bring your mouse and keyboard closer or pull your chair closer**
 - **your elbows should 'hang' directly below your shoulders**
 - **move documents behind keyboard**
- difficulty viewing your screen
 - **bring your screen closer**
 - **get your eye sight checked**
- twisting to view documents
 - **use a document holder between your screen and keyboard.**

STANDING - WHAT IS GOING TO WORK BEST FOR YOU?

DESK:

- level or slightly lower than elbow height.

MONITOR:

- directly in front
- eye level to top 1/3rd of monitor.

SHOES:

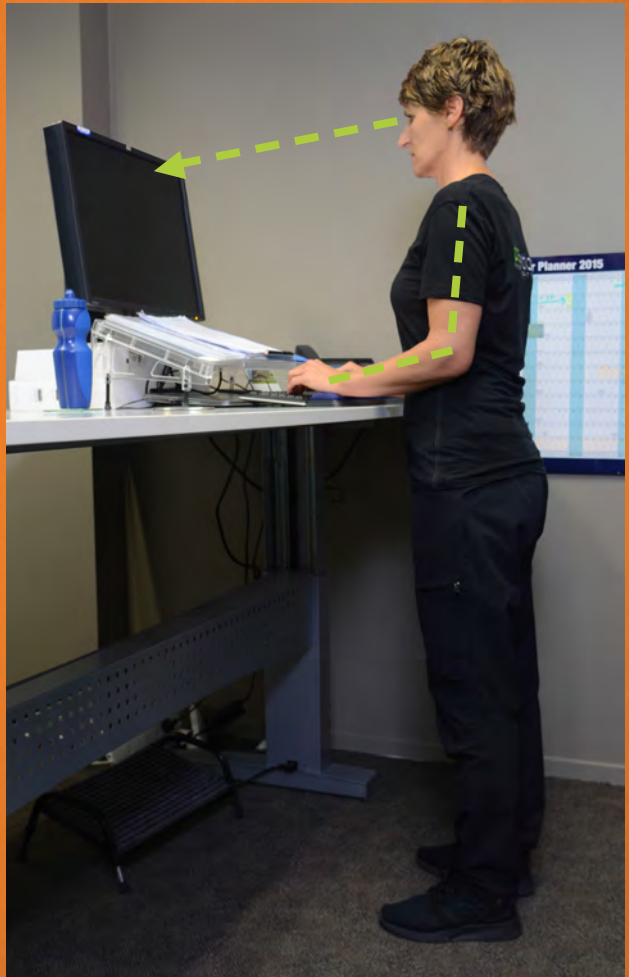
- supportive shoes for standing.

FOOTSTOOL:

- gives an option to alternate standing POSITION (as needed put one foot on footstool to change weight distribution).

KEYBOARD & MOUSE:

- elbows below shoulders
- wrists slightly lower than elbows.



STANDING

Working in a standing POSITION is great for your health and wellbeing.

Standing all day in one place can be hard on your body – so change positions often. If you get uncomfortable standing – change to a sitting position or go for a walk around the office.

It is perfectly OK to sit and stand during the day if you have a height adjustable desk.

Try these points in **yellow** if you are experiencing any discomfort:

- desk is the incorrect height
 - **adjust the desk so that wrists are level or just lower than elbow level**
- over reaching to mouse or keyboard
 - **bring your mouse and keyboard closer**
your elbows should 'hang' directly below your shoulders
 - **move documents between screen and keyboard**
- incorrect position of screen
 - **screen directly in front – eye level is top 1/3 of screen**
- difficulty viewing screen
 - **bring your screen closer**
 - **get your eye sight checked**
- twisting to view documents
 - **use a document holder between your screen and keyboard**
- inappropriate shoes
 - **supportive shoes for standing**
- standing on hard surface
 - **use an anti fatigue mat**
- standing in one position for too long
 - **go for a short walk**
 - **do a first move office exercise**
 - **put one foot on the footstool to alter your posture**
 - **change to a sitting posture.**

MOVE IT, MOVE IT

The human body is designed to move – so use it.

These simple exercises will reduce tension in your back, legs, neck and arms.

Pick the exercises that best work for you:

- move within a comfortable range
- use the breathing tips
- move slowly and purposely.

Stop and do an exercise at least once an hour - Little and often is the key.

INCREASE YOUR MOVEMENT AS OFTEN AS YOU CAN

- Walk:
 - around the office
 - outside in your breaks
 - up and down stairs.
- Commit to exercise outside of work.

**CONTROL YOUR COMFORT AND WELLBEING!
THINK FIRST MOVE OFFICE**

