











## Exercises for Display Screen Equipment users to help prevent discomfort

<p><b>Neck</b></p> <p>a)</p>  <p>Slowly tilt your head to one side to stretch the muscles on the side of your neck. Repeat on the other side.</p>	<p>b)</p>  <p>Tuck in your chin, and turn your chin towards your left shoulder to create a stretch on the right side of your neck. Repeat on the other side.</p>
<p>c)</p>  <p>Tuck in your chin and turn your neck 45 degrees to the left. Gently pull your head down towards your left armpit with your hand. Repeat on the other side.</p>	<p><b>Forearm</b></p> <p>a)</p>  <p>Turn your palm face up with the elbow straight. Apply gentle pressure with your opposite hand, to extend your wrist and fingers. Repeat on the other side.</p>
<p><b>Shoulders, upper arms and upper back</b></p> <p>a)</p>  <p>Keep your chin tucked in. With fingers interlaced behind your head, keep your elbows straight out with your upper body upright. Pull your shoulder blades towards each other. Lean over the back of your chair to extend your upper back.</p>	<p>b)</p>  <p>Hold your right elbow with your left hand, and then gently pull your elbow behind your head until an easy tension-stretch is felt in your shoulder or along the back of your upper arm. Repeat on the other side.</p>
<p>c)</p>  <p>Interlock your fingers behind your back. Slowly turn your elbows inward while straightening your arms. You should feel a gentle stretch across your chest and shoulders.</p>	<p>d)</p>  <p>Interlock your fingers, turn palms upwards above your head as you straighten your arms. Elongate your arms as you feel a stretch through your arms and on upper side of the rib cage.</p>
<p><b>Hip, lower and middle back</b></p> <p>a)</p>  <p>Sit with your left leg bent over right leg, then rest your elbow or forearm, of the right arm on the outside of the upper thigh of your left leg. Repeat on the other side.</p>	

## **GUIDELINES FOR COMPLETING EXERCISES**

The purpose of completing office based exercises is to encourage you to move in different ways to the posture you are working in. This will assist to prevent discomfort or to relieve existing symptoms of discomfort by encouraging the muscles to relax.

### ***To do these exercises:***

- Hold each stretch for approximately 10-15 seconds
- Make sure you feel the stretch only in the area identified. If you feel any discomfort or tension do not complete the stretch
- Do not stretch to the end-range of the movement. You should be aiming for a 'gentle' stretch for each area
- Try to complete all stretches at least once per day
- Seek medical advice if you experience on-going or persistent discomfort.

## **MICROPAUSES**

### ***What is a Micropause?***

- A Micropause is a 5 second break every three minutes or so
- The 5 seconds assist to refresh the muscles that have been held tense whilst you work. It only takes 5 seconds to relax the muscles when held for short periods of time (ie 3 minutes)
- If a muscle is held tense for longer periods of time (eg 1hr), it can take several hours to restore it to normal. It is important to include micropauses into your work routine to avoid muscle tension
- Micropauses can be built in to the work rhythm naturally. For example, when answering the telephone.

### ***How to Micropause***

- Stop work during a natural break in your work rhythm
- Stretch out with both arms
- Rest both hands either
  - on the surface in front of you
  - or drop them by your side
- Relax your shoulders and let your elbows hang loose
- Take a deep breath, and as you breathe out let the tension release from your arms
- After a few seconds recommence work

*If you would like further advice about workstation design and layout, or workstation assessments please contact Hu-Tech on 01604 233 428 or visit our website.*

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*Completion of the stretches and exercises identified in this handout are performed at your own risk. If you are seeing a health care professional for your discomfort you should seek their advice on the suitability of these exercises.*