

Wellness at Office

❖ How to organize the office?

- Consider a sit-stand workstation for your office.
- A sit-stand setup can be achieved by using fixed height sit-stand desk with footrest, appropriate height chair and keyboard tray or manually height adjustable desk or regular table with extension keyboard tray.
- Select a chair with adjustments for height, lumbar support, armrest height and width, back rest angle and seat pan adjustment. The chair need not be adjusted to your standing height as you will not need it when you stand.
- Use a keyboard tray, with fixed height sit-stand desk, that provides height and distance adjustments and space for mouse.
- Align the monitor such that chair/user, keyboard and monitor are in one line.
- Arrange the accessories like phone and document holder depending on frequency of use.
- Use headsets/hands free device if the phone is frequently used.

❖ Why use sit-stand setup?

- *Sitting*: Less energy expenditure, preferred for fine work, foot controls can be used.
- *Standing*: Burns calories, wide range of motion, spine is in neutral posture, enhances blood flow, eliminates static postures and the individual is more alert when standing.

❖ How to adjust the chair?

- When seated in front of desktop monitor, top of screen must be at eye height or slightly lower.
- Feet should be planted flat on ground or otherwise supported.
- If desk or monitor heights require the chair to be raised; foot rest must be used to support feet.
- Knees must be at slightly lower level than hips.
- When seated, back should be supported with built-in lumbar support or accessorized back support.
- Avoid prolonged static postures when sitting or standing.
- Avoid raising shoulders when typing or using the mouse.
- Use arm rest or table top, if at comfortable height, to support the weight of arms.
- Avoid sitting with stooped shoulders and forward neck posture.

❖ What is neutral and static posture?

- *Neutral Posture*: The fingers are gently curved in their natural resting position, wrist is in line with the forearm, forearm rests with the thumb up and is not rotated to make the palm face down or up, angle between forearm and upper arm is 90° to 110°, head is balanced on the spinal column not tilted and rotated, hip and knee joints somewhat bent and trunk not flexed or extended assuming the natural S-shaped curve.
- *Static Posture*: Static postures (or "static loading") refer to physical exertion in which the same posture or position is held throughout the exertion.

❖ What if my work place is not well adjusted?

- With prolonged sitting if the head, neck and shoulders are not aligned in an almost straight line, it can create temporary pain in the back and shoulder muscles that are relieved with adjustment in posture.
- Improper height of monitor and keyboard can lead to mechanical stress on wrists and strain in the neck, shoulders and upper back muscles.
- Improper sitting postures can cause disc compression and herniation.
- Prolonged sitting with lack of exercise and minimal movement can lead to weakness and poor blood circulation to muscles causing strain.
- Holding extreme postures places very high static loads on the body, resulting in rapid fatigue.
- The longer or more frequently static loading occurs, the greater the risk of injury due to overuse of muscles, joints and other tissues.

Your best position is your next position