

## CALTECH ERGONOMICS PROGRAM – OFFICE STRETCHES

To reduce soreness and fatigue, take a stretch break every hour to two hours. Gentle stretching throughout the day helps improve circulation and relax the muscles that may help you complete your work faster and more accurately.

Stretch gently, to your level of comfort, never forcing the stretch. Hold the stretch 10 to 20 seconds and repeat 2 to 3 times. **Discontinue any stretch if it creates discomfort or pain. Consult with your treating practitioner if you have a medical condition, to determine which stretches are best for you.**

Rest the hands in your lap when not typing or using the mouse. Set your Outlook Calendar for hourly reminders to stretch, perform a couple of standing stretches or walk.

<p><b>Reach for the Sky</b> Sit with a straight back with both hands in lap. Lift one arm out to the side, reach up and over your head. Spread fingers. Lower arm and repeat on other side.</p> 	<p><b>Wingspread</b> With hands clasped behind head, move elbows backward and hold for a few seconds. The hands should not push against the back of the head.</p> 	<p><b>Shoulder Rolls</b> Relax the arms at your sides. Slowly roll the shoulders backwards 5 times.</p> 
<p><b>Backbend</b> With hands on hips, feet shoulder width apart, slowly and gently lean backwards.</p> 	<p><b>Mid Back Stretch</b> With both arms straight out in front, slightly "pull" one wrist forward and slightly arch the upper back and take a deep breath.</p> 	<p><b>Neck Stretch</b> Tuck left hand behind your back. Lean your neck away from your left shoulder. Switch sides.</p> 
<p><b>Wrist Extensors</b> With arm straight out in front of you and fingers pointing to the ground, apply mild pressure on the knuckles.</p> 	<p><b>Elbow &amp; Finger Extension</b> Start with elbows bent, arms parallel to the floor, and fingers clenched. Straighten arms out in front of you, while spreading fingers and extending wrists. Repeat 3 times.</p> 	<p><b>Finger Stretch</b> With fingertips (but not palms) touching, lower your hands from chin level to chest level. Rotate fingers toward body.</p> 

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<p><b>Hamstring Stretch</b> Step forward on one foot. Raise the toe of the forward foot and bend forward at the waist. Return to starting position. Repeat with the other foot.</p> 	<p><b>Leg &amp; Ankle Extension</b> Straighten leg out in front of you. Flex and point foot. Repeat with other leg.</p> 	<p><b>Chin Tuck</b> Sit up, exhale, and place finger on chin. Relax your neck and move head back so chin tucks in.</p> 
<p><b>Temple Massage</b> Place fingers on the temples. Apply light pressure and massage in a circular motion.</p> 	<p><b>Hands Over Eyes</b> Rub hands together to warm then cover eyes with palms. Hold for a count of 5, repeat.</p> 	<p><b>Standing Arm Rotation</b> With arms out to your sides and palms facing down slowly rotate arms so palms face upwards. Arch your back slightly, and hold for a few seconds.</p> 

***To get more help with your workstation and comfort at work, contact the Caltech Environment, Health, and Safety Office – ext. 6727***