

HEALTHY BACKS & BODIES™

Prevention · Productivity · Performance

The Cubicle Commando: Office Ergonomics



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The Fundamentals

Safe, Effective, Efficient Movement & Positioning

- **Fundamental Position**
- **Fundamental Movement Patterns**
- **Fundamental C·O·R·E™ Mechanics**
- **Fundamental Adaptive Ergonomics**
- **Fundamental Preventative Motions**
- **Fundamental Actions**
- **Fundamental Warm-up & Exercises**

- **Fundamental Position: C·O·R·E™ Posture**
 - Alignment, stabilization and protection of our backs & bodies

- **Fundamental Adaptive Ergonomics: Tech Talk**
 - Technology from a place of C·O·R·E™
 - Work station adaptation for proper positioning

- **Fundamental Actions: Micro-Breaks**
 - ‘Healthy’ productivity – fluid bodies & fluid minds

CHINTUCK

- Pull chin straight back in toward your spine. Think of a drawer going straight back into place. Keep your eyes focused straight ahead. Ease off 15%.
 - CUE: Move as if an ugly person is about to kiss you
 - CLINICAL TERM: Cervical Retraction

OPEN CHEST

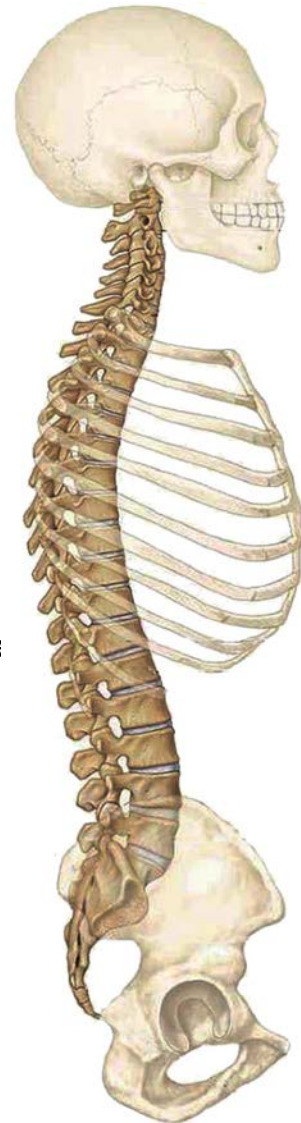
- Imagine a string attached to the base of your sternum (chest bone). It is gently lifting up to open your chest, as you pull your shoulder blades down and in towards the opposite back pockets.
 - CUE: Do not pinch or squeeze your shoulder blades together.
 - CLINICAL TERM: Lower Trap Set

RETRACT BELLY BUTTON

- Squeeze your belly button in – towards the back of the spine. This kicks in your fourth and forgotten deep abdominal muscle (TA) to anchor your low back.
 - CUE: Avoid tucking your buttocks, holding your breath, and flattening your back
 - CLINICAL TERM: Transversus Abdominis (TA) Squeeze

ELONGATE SPINE

- Visualize another string that runs straight through the center of your body. Feel it gently lift up towards the sky and allow an internal elongation of your body. Relax out of an “at attention” rigid hold. Breathe and move your arms.
 - CUE: Be at ease as this is a subtle movement.
 - CLINICAL TERM: Elongation



HEALTHY MOVEMENT ACTION LIST

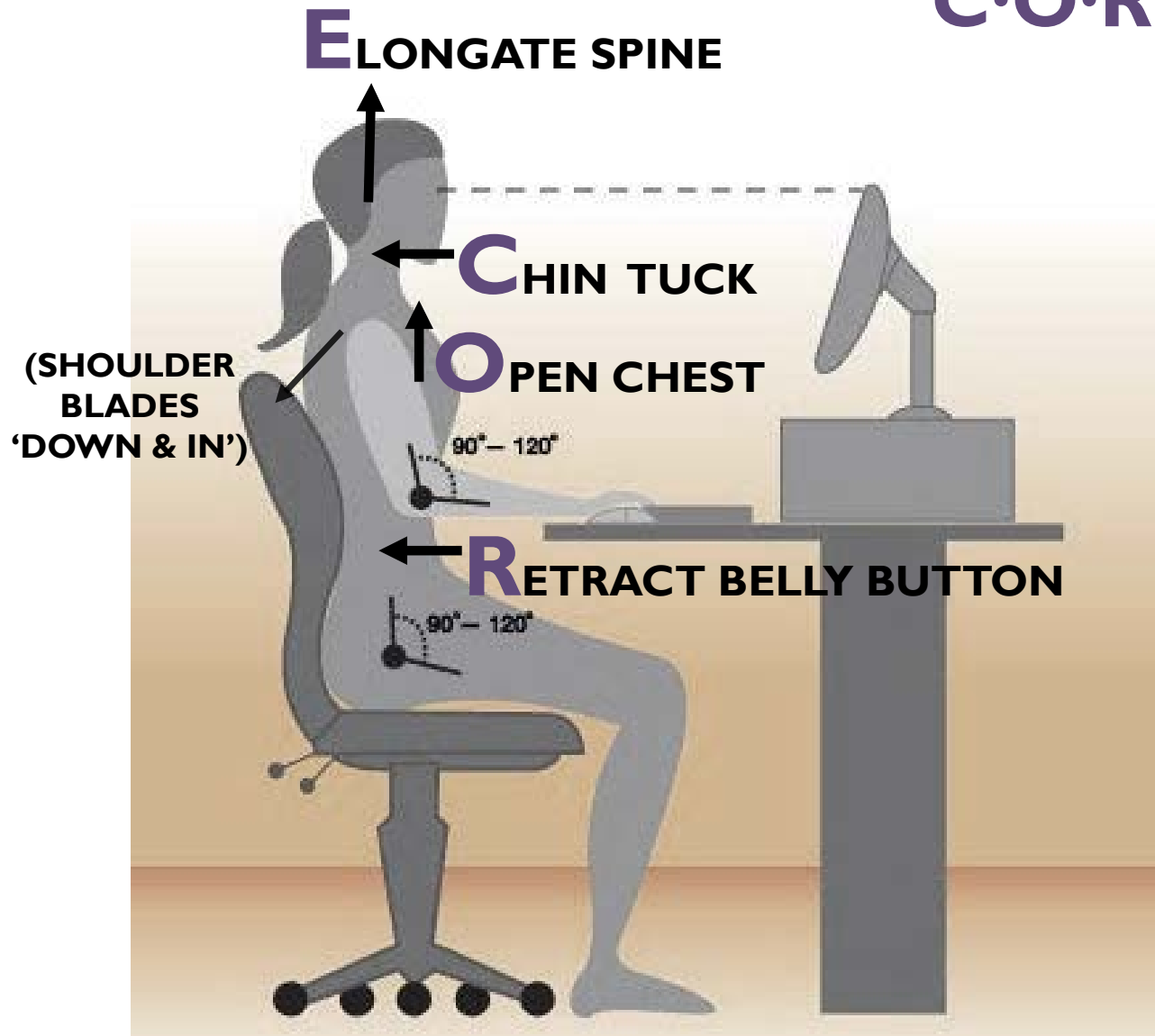
Position: C·O·R·E™ Posture

Perform C·O·R·E™ Posture on and off all day long

- ✓ To train C·O·R·E™, perform proper posture for short bits at a time (5-15 secs) in a row. If attention has not lapsed after approximately 15 seconds, then consciously relax.
- ✓ Post 'C·O·R·E™' sticky notes in key common-place work areas (i.e. computer monitor, copy machine, coffee pot, filing cabinet...). Perform C·O·R·E™ Posture whenever you glance at and see the notes. Post 'C·O·R·E™' sticky notes in common places at home (i.e. refrigerator, bathroom mirror, coffee pot).
- ✓ Share C·O·R·E™ Posture with co-workers, family and friends. Agree to remind each other throughout the day by simply saying the word: 'CORE'.
- ✓ Every time you see or hear the word 'CORE', assume C·O·R·E™ Posture and repeat the above 'short-hold' training process.
- ✓ Perform C·O·R·E™ in pain-free ranges allowing gentle integration of this new position into your daily life.
- ✓ Work with rearview mirror trick while driving. Once seated in car, perform C·O·R·E™ Posture. When you're unable to see out of mirror, resume correct C·O·R·E™ position.

Adaptive Ergonomics: Work Station

C·O·R·E™



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Work Station C·O·R·E™

Adaptive Office Ergonomics: The Big Three



Chair

Work Station
(for the keyboard)

Monitor

Need At Least 2 of These 3 to Be Adjustable

Office Ergonomics Self-Assessment Process



CHAIR

Seated in C·O·R·E™ Posture:

- ✓ Hip Angle / Knee Angle 100°-110°?
Adjust Overall Height of the Chair
- ✓ Feet Flat on Floor?
Utilize Footrest if necessary
- ✓ Seat Pan Depth Allows 1-2" Behind Knees?
Adjust Backrest (forward or backward)
- ✓ Seat Edge – Waterfall or Sharp Edge?
Take note: Problem-solve
- ✓ Lumbar Support Fills in Lumbar Spine?
Adjust Backrest (up or down)
- ✓ Seat Width Size – Too Big or Too Small?
Take note: Problem-solve
- ✓ Armrests Allow for C·O·R·E™ Posture (shoulder blades 'down and in') with Arms Close to Body?
Adjust Armrests, or IF fixed - Remove

Office Ergonomics Self-Assessment Process



WORK STATION

After Chair Adjustments, Seated in C·O·R·E™:

- ✓ Elbow Angle 95° - 110°
Forearms at Slight Negative Tilt

- ✓ Wrists / Hands Aligned, also in Slight Negative Tilt

Hold Correct Arm Position, Slide Chair in to Work Station:

- ✓ Keyboard Platform
 - Allows for Clearance of Thighs?
 - Keeping C·O·R·E™ and Arm Position While Typing?
 - Stable and Large Enough to Hold Keyboard & Mouse side-by-side?

- ✓ IF Adjustments Need to be Made:
 - ✓ Is Work Station (Desk) is adjustable?
 - Adjust height for correct Keyboard-Body Position
 - ✓ Is Work Station (Desk) is fixed?
 - Add or Remove Keyboard Tray for correct position
 - Adjust Chair Height for correct position
 - Re-Assess Chair Height in relation to Hip / Knee / Feet Position
 - Add Footrest if Needed

Office Ergonomics Self-Assessment Process



MONITOR

Seated in C·O·R·E™ Posture with Chair & Work Station Adjusted for Proper Positioning:

- ✓ Facing Monitor?
Adjust Work Station Set-up
- ✓ Monitor at a 90° Angle to Windows?
Adjust Work Station Set-up
If fixed, take note & problem-solve (ie. blinds)
- ✓ Arms Length Away?
Adjust Monitor Distance
- ✓ Top of Monitor in Line with Eyes?
Adjust Monitor Height

If Using Dual Monitors:

- ✓ Monitors at Same Distance & Same Height? Slightly Further Away than Arm's Length?
- ✓ Centered in Middle of Visual Field if Utilized Equally?
- ✓ If One Monitor is Constant – Centered in Front of Body? Other Monitor at 30° Angle on Side of Dominant Eye?

HEALTHY MOVEMENT ACTION LIST

Actions (Preventative): Micro-Breaks

Micro-breaks are small, regular, ‘biologically meaningful’ breaks

- ✓ 30sec – 5min breaks that interrupt a sustained position and/or a repetitive motion
- ✓ Need to work-in at least 1min of movement for every 20min of stagnation
- ✓ “Stop, drop & flop”... 5sec ‘mini’ micro-breaks
- ✓ Micro-breaks decrease pain, fatigue, injury, and heart disease.
- ✓ Micro-breaks increase productivity, energy, blood flow, health, and wellness.