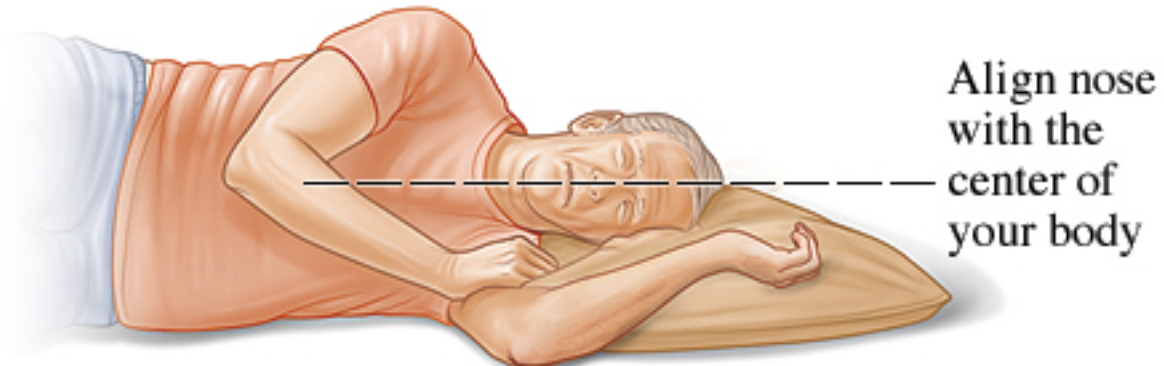


## Sleep Positions for Your Neck



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To help prevent neck pain, use a pillow that keeps your neck straight, neither too high nor too flat. Use a pillow that doesn't force your head forward when you lie on your back and that allows you to align your nose with the center of your body when you lie on your side.

## Ergonomic Workstation



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This is one example of an ergonomically correct workstation. Some people would be more comfortable with slight adjustments such as tilting the keyboard a bit or removing the armrests from the chair. But this picture shows many of the important pieces of a good workstation.

- The **top of the monitor screen** is at eye level.
- A **telephone headset** helps you to avoid awkward positions while talking and doing other tasks, such as typing.

- A **wrist pad** at the bottom of the keyboard helps keep the wrists in a neutral, almost straight position during brief rests from typing. Wrist pads are not designed to be used while you type. But some people find the pads helpful even when they are using their keyboard or mouse. When you type or use your mouse, try raising your forearms a little so your wrists are in a neutral position and your arms and hands can move freely. If you have arm rests on your chair, you may be able to adjust them so your forearms are parallel to the floor and your wrists are neutral. You may want to alternate between resting your wrists on the pads and raising them up. If you use a wrist pad, it's best to rest your palm or the heel of your hand on the support, rather than your wrist.
- If your feet do not rest flat on the floor when you sit in your chair, a **footrest** raises your feet to reduce pressure on the lower back.
- **Armrests** are adjusted so that the elbows are close to the side of the body and bent at an angle between 90 and 100 degrees.
- An **adjustable chair** has a height adjustment to allow the feet to rest on the floor or on a footrest. Also the back of the chair adjusts for different positions.

Sitting with the ears directly above the shoulders, which in turn are over the hips, helps prevent back strain. Placing a lumbar pillow or roll against the small of the back provides extra support.

# Proper Lifting Technique



Follow these tips to avoid compressing the spinal discs or straining your lower back when you are lifting:

- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.

- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only.

Keep in mind:

- Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.

The following exercises should cause you to feel a gentle stretch, but no pain.

## Relax and Rest



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- Lie on your back with a rolled towel under your neck and a pillow under your knees. Extend your arms comfortably to your sides.
- Relax and breathe normally.
- Remain in this position for about 10 minutes.
- If you can, do this 2 or 3 times each day.