

# Office Routine

## How To Stretch:

No pain or discomfort as you stretch. Hold your stretches for the recommended time in ease. If it hurts ease off. If it continues to hurt **STOP** and ring your practitioner for advice. If your unsure about a stretch, ring and get advice.

## Types Of Stretching:

**Easy Normal** stretching held from 0 - 30 seconds

**Progressive** is from 30 - 60 and develops length in a muscle

**Drastic/Ballistic** is any stretch that causes pain. The body reacts by contracting the muscle group being stretched resulting in micro trauma to the muscle.



**Body Balance  
Osteopaths**

01708 702200  
bodybalance.co.uk  
153 Oldchurch Road  
Romford  
Essex

Hold for:	Repetitions:
(30 - 45 sec) (X2) (X4)	AM/Noon/PM AM/PM



Sit back in your chair. Separate your legs. Bend forward resting your elbows on your knees. You can touch your toes if you can.



Sitting upright, rest your elbow on your thigh as shown and lean on it as you side bend. Use your opposite arm as a lever to get a greater stretch. Repeat for opposite side.



Come back into the midline. Keep your legs apart. Hold the back of the chair and your thigh as shown and gently rotate. Repeat for opposite side.



Standing half a meter from the chair, place foot in the middle of the seat pan. Place hands on the knee for support. Gently lean forward. Keep your body upright, looking straight ahead and hold for the allotted time. Feel a gentle stretch with no pain.

From the lunge position, lean back, rest your heel on the seat pan. Go into the reversed lunge by keeping the knee bent and bending forward. Feel a gentle stretch and hold for the allotted time. Change to the opposite leg and repeat for the other side.



**Notes**

**Working Diagnosis:**

**Management Plan:**

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# ***DON'T JUST SIT THERE!***

**There is no point in having an ergonomic office if you don't use the equipment for the purpose it was designed.**

**It is your employers responsibility to provide you with the tools you need to do your job safely.**

## **Health And Safety Is Everybody's Responsibility**

**It is your responsibility to use equipment safely and take care of yourself.**

### **Some good tips on posture and exercise for better health and comfort.**

- The body was not intended to sit for long periods of time so get up frequently and move around.
- Good posture is essential when sitting.
  - Sit well back and let the chair, not your spine, take the strain.
  - Don't slouch over your work surface with rounded shoulders.
  - Try not to assume awkward working positions, e.g.. Sitting sideways on your chair and holding the phone under your chin.
- Take regular short breaks, particularly if your work is repetitive.
- Do your exercises as prescribed by your practitioner.
- Treat yourself to a regular massage.