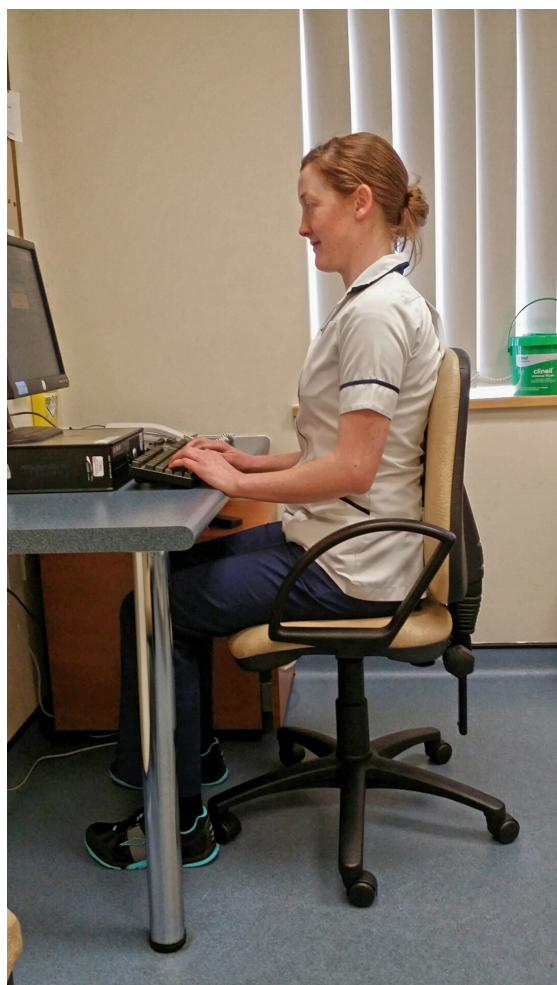


Posture



Sit with your bottom at the back of your seat ensuring that your lower back has support.

Rest your forearms on your desk with your elbows at 90 degrees.

Relax your shoulders, do not allow them to become elevated or round.

Make sure both feet are flat on the floor and your knees are level with your hips.

Adjust your chair or footstool or other support if needed.

Imagine there is a piece of string on the top of your head drawing you up towards the ceiling. This will prevent slumping and help keep you upright.

If you use a telephone for more than 40% of your working day you may want to consider a headset for more efficient working.

Take regular breaks and vary tasks to prevent static loading and fatigue.

For a video demonstration of this exercise please press 'Ctrl' and click [HERE](#)

Alternatively, if you have a hand held device such as a smart phone or tablet, download a free 'QR code reader' app from your app store and scan below.

NB Viewing this video may use some of your mobile data allowance. We recommend waiting until you have a wifi connection.