

**B**efore beginning any stretching program, check with your healthcare provider. If you question any of the following stretches, or feel any discomfort while doing any of these stretches, stop and check with your healthcare provider before continuing.

You may notice that working at a computer for long periods of time, without taking a short break, may cause you to feel some discomfort. When you first feel discomfort, stop what you are doing and take a few minutes to do the stretches described in this pamphlet. Each of these stretches focuses on a specific part of the body—the neck and shoulders, the elbows, the forearms, and the hands and wrists. Each stretch should be done **s-l-o-w-l-y** and gently. The benefits are well worth the few minutes it takes out of your workday.

This pamphlet was developed for you by the Safety and Health Services Department of State Fund, your partner in loss control.

We recognize that your loss control efforts affect the frequency and severity of accidents and injuries in your work environment. Our experience shows that with informed planning and education, workplace accidents and illnesses can be reduced or eliminated. We are committed to the belief that a safe workplace can increase worker productivity and lower your workers' compensation costs.

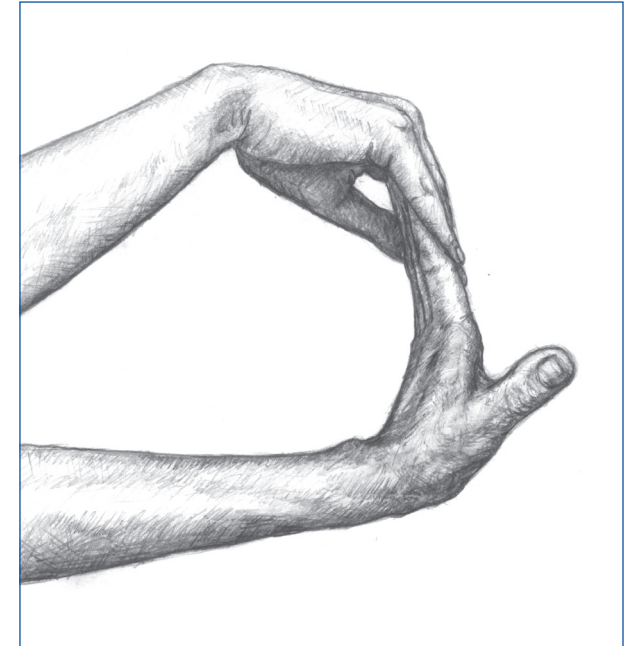
The safety and well-being of our insured employers and their employees is the prime concern of the State Fund. We are proud of our role in developing and enhancing your loss control programs. We know you will find this information instrumental in educating and encouraging your employees to establish and maintain a safe working environment.

For more information visit our website:  
[www.scif.com](http://www.scif.com)

**STATE**  
COMPENSATION  
INSURANCE  
**FUND**  
LOSS CONTROL SERVICES  
SCIF# 17126 © (Rev. 10-05)



# STRETCHES



**F O R O F F I C E  
W O R K E R S**

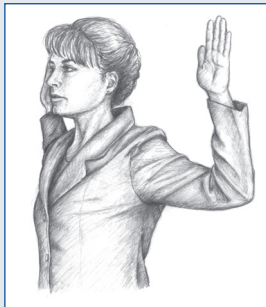
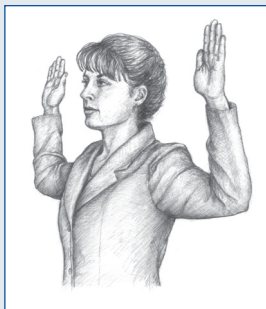
**STATE**  
COMPENSATION  
INSURANCE  
**FUND**  
LOSS CONTROL SERVICES

## SHOULDERS

### Chest and Shoulder Stretch

This is a good stretch that you can do any time during your day. As most of us sit “hunched” over our computers or other paperwork, this stretch pulls your shoulders back and stretches your chest muscles.

- Sitting upright in your chair, raise your arms with your elbows bent so that your upper arms are parallel to the floor, fingers pointing towards the ceiling.
- **S-l-o-w-l-y** pull your arms back. You should feel your shoulder blades come together.
- Hold for a count of five (5).
- Return to the starting position and repeat three (3) times.

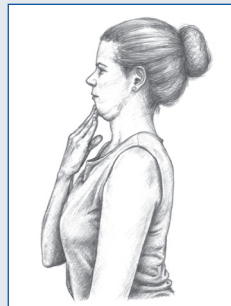
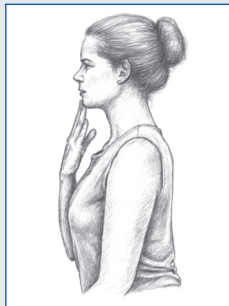


## HEAD AND NECK

### Neck Glide

Sitting upright in your chair, with your ears positioned over your shoulders, focus on an object at eye level within your work area.

- Continue focusing on this object and **s-l-o-w-l-y** pull your chin straight back about 1/2 way. If you begin to look up at the ceiling, you are tilting your head backwards. If this happens, go back to neutral and refocus on the object you chose.
- Put your index finger on your chin and **s-l-o-w-l-y** and gently push and glide the head back and hold for a count of five (5). You should feel a gentle stretch in the muscles at the back of your neck.
- Keep looking at your object and **s-l-o-w-l-y** return back to neutral.
- Repeat this stretch three (3) times.

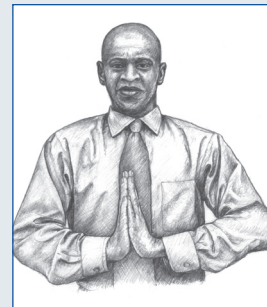
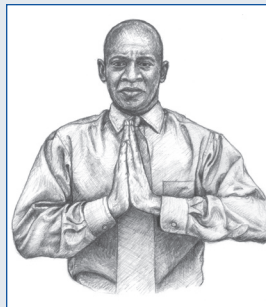


## ARMS AND WRISTS

### Forearm Stretch #1

This is a good stretch for those muscles and tendons that run along the inside of the forearm. This stretch can be done either standing or sitting.

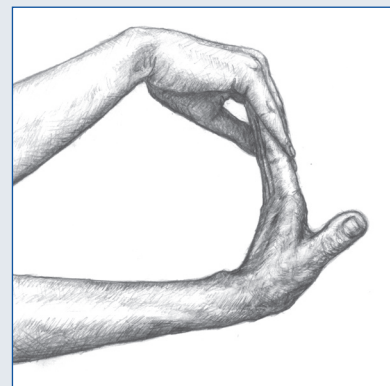
- Put the heels of your hands together with your fingers pointing towards the ceiling, forearms parallel to the floor.
- Keeping your hands together, **s-l-o-w-l-y** and gently lower the heels of your hands down slightly.
- Hold for a count of five (5). Bring your hands back up to the starting position.
- Repeat this stretch three (3) times.



### Finger Pull

This is also a good stretch for those muscles and tendons that run along the inside of the forearm. This stretch can be done either standing or sitting.

- Hold one arm straight out in front of you, palm down.
- Bend your hand at the wrist, fingers pointing towards the ceiling.
- With the other hand grasping the entire four fingers of the outstretched hand, **s-l-o-w-l-y** and gently pull the four fingers backwards until you feel a gentle stretch up the inside of the forearm to the elbow.
- Hold for a count of five (5).
- Release the fingers and shake out your hand and arm.
- Change hands and repeat the stretch.
- Do each hand three (3) times.



### Forearm Stretch #2

This is a good stretch for those muscles and tendons that run along the top of the forearm. This stretch can be done either standing or sitting.

- Hold your arms out straight in front of you with your palms facing down.
- Make a loose fist with your hands.
- **S-l-o-w-l-y** and gently rotate your fist down towards the floor. Your knuckles should be pointing towards the floor.
- Now, **s-l-o-w-l-y** and gently rotate your fist toward the little finger side of your hand.
- Hold for a count of five (5). You should feel a stretch from the topside of the wrist up to the elbow.
- Relax and shake out your hands and arms.
- Repeat this stretch three (3) times.



### Thumb Stretch

This is a good stretch for computer users who feel discomfort along the top of the thumb.

- Hold your arms out in front of you with your palms facing up.
- Put your thumb into the base of your palm and cover your thumb with your fingers.
- Rotate your fists 1/4 turn towards each other.
- **S-l-o-w-l-y** and gently rotate the hands down toward the floor.
- Hold for a count of five (5). You should feel a gentle stretch from the topside of the thumb to the wrist.
- Relax and shake out your hands and arms.
- Repeat this stretch three (3) times.

