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**Healthy Computer Habits**  
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**BE SMART!**

|          |                |
|----------|----------------|
| <b>S</b> | <b>STRETCH</b> |
| <b>M</b> | <b>MOVE</b>    |
| <b>A</b> | <b>ADJUST</b>  |
| <b>R</b> | <b>REDUCE</b>  |
| <b>T</b> | <b>TALK</b>    |

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**STRETCH**

**Why?**  
 We're not designed to stay in one position all day long. Taking regular breaks to stretch major muscle groups can help reduce injury, muscular tension and stiffness.


**When?**  
 At least once per hour, but more frequently if possible.

How?.....

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**STRETCH**

**Upper Back Stretch**



Push both hands forward and away from your body as you breathe out.

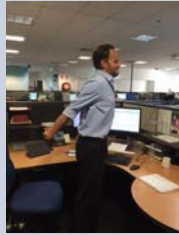
Let your head rest between your arms.

Hold for minimum of three seconds and repeat three times.

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## STRETCH

### Upper Back and Chest Stretch



Pull both hands down behind your back, breathe in.

Keep your head straight.

Hold for minimum of three seconds and repeat three times.

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## STRETCH

### Pigeon Neck Retraction



Sit with upright posture.

Glide head directly backwards.

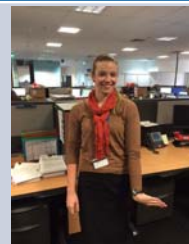
Keep your head level and do not look up.

Hold for minimum of 3 seconds, repeat 3 times.

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## STRETCH

### Forearm Stretch



Turn your arm so your elbow is pointing outwards.

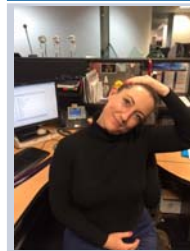
Gently stretch your hand and fingers under.

Hold for 20 seconds each arm.

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## STRETCH

### Neck Stretch



Look straight ahead.

Tuck in your chin.

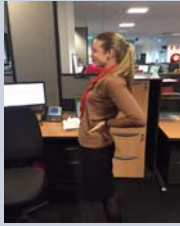
Tilt your head gently to the side, moving your ear down to your shoulder.

Hold for 10 seconds each side.

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## STRETCH

### Low Back Stretch



Place your hands in the small of your back.

Slowly lean backwards until you feel a stretch in your lower back.

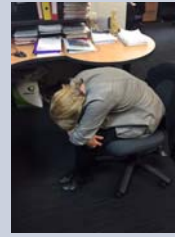
Don't twist or bounce.

Hold for minimum of 3 seconds and repeat 3 times.

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## STRETCH

### Low Back Stretch



While sitting, lean forward and hug your knees.

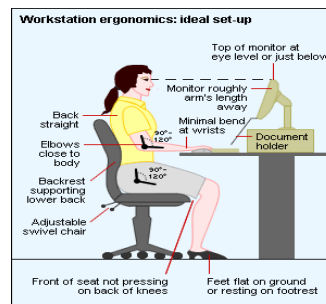
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## MOVE!



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## ADJUST YOUR WORKSTATION!



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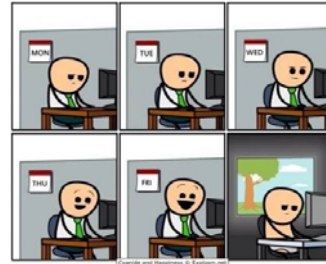
## REDUCE!

Reduce repetitive tasks where possible



## REDUCE!

Consider whether you need to reduce your total screen time.....



## TALK!

- To your supervisor
- To your Health and Safety Officer
- To the HSW Team

