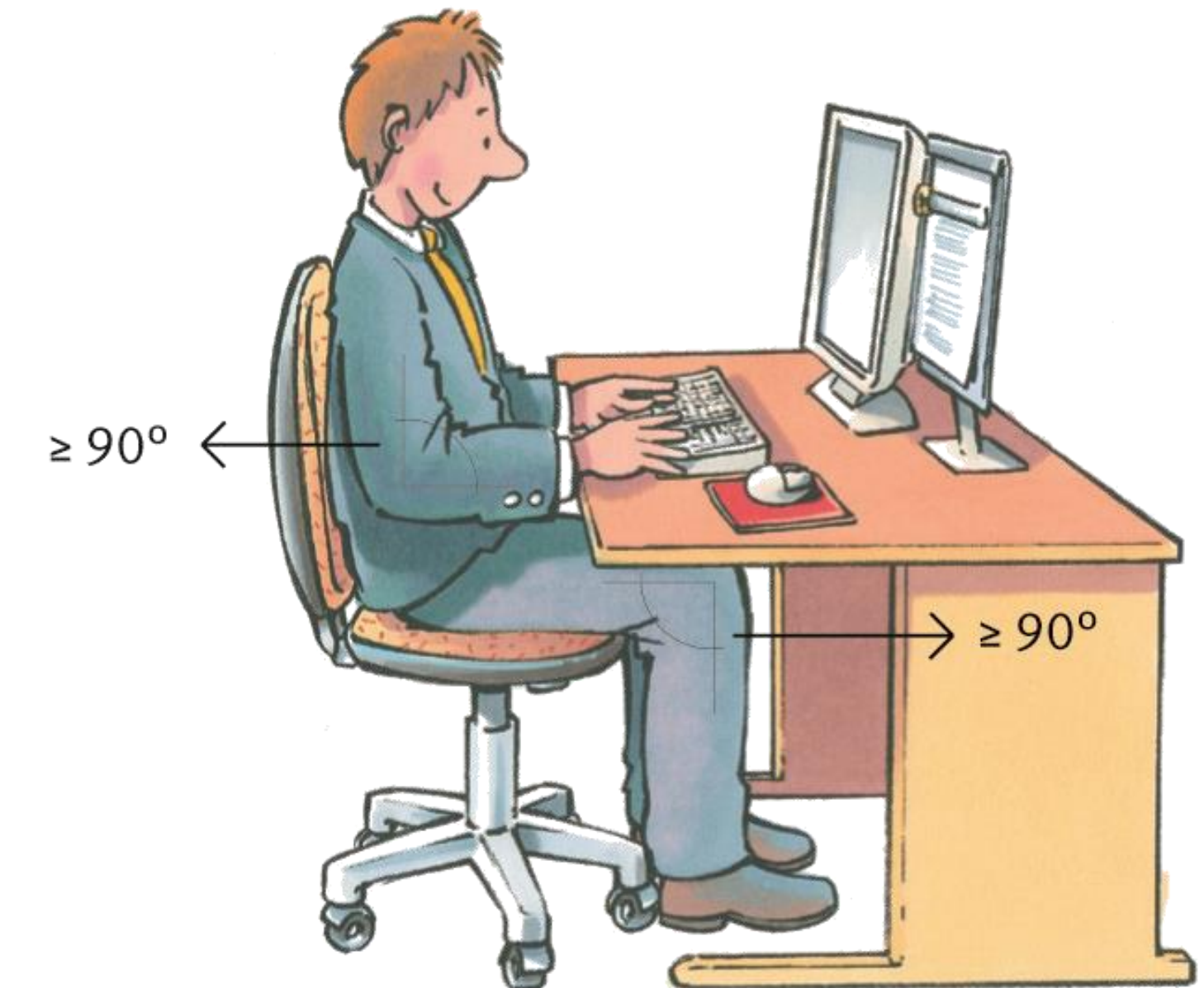


Healthy Sitting – A Matter of Settings!

The GOAL

Optimum Work Posture:

- Sit up right, keep shoulders relaxed, and arms parallel to the spine.
- Right angle of the arms.
- Horizontal thighs → $\geq 90^\circ$ between upper and lower leg.
- Your feet are to rest on the floor.
- Bow your head slightly forward.
- Adjust arm rests so your lower arms can gently rest on them.



What to Do

Desk Height	<p>If your desk height <u>cannot</u> be adjusted:</p> <ol style="list-style-type: none"> 1) Sit up right. 2) Keep your shoulders relaxed and the arms parallel to your spine. 3) Adjust chair height for the angle of the arms in working position being 90°. <p>❗ If your feet no longer rest flat on the floor, use a foot rest.</p> <p>If you sit at an <u>adjustable</u> table:</p> <ol style="list-style-type: none"> 1) Assume optimum work posture (see above). 2) Adapt desk height.
Chair	<ul style="list-style-type: none"> ✓ Adjust chair height depending on the desk (s.a.). ✓ Adjust the backrest for your lumbar spine being supported optimally. ✓ Use the complete seat, make the seat support about 2/3 of the size. ✓ Adjust the back rest flexibly (dynamic seating). ❗ Dynamic seating reduces load on spinal disks.
Screen	<ul style="list-style-type: none"> ✓ Place your screen directly on the desk (your eyes look horizontally at the top line). ✓ Place your screen at an angle of about 35° (look at it vertically). ✓ Distance from the screen 50 – 70 cm. ✓ At right angle to windows, view direction parallel to windows. ✓ Parallel to the edge of the desk and keyboard.
Keyboard	<ul style="list-style-type: none"> ✓ Parallel to the screen and edge of the desk. ✓ Distance from the desk edge 10 – 15 cm. ❗ Making your wrists rest in front of the keyboard relaxes the muscles of your shoulders and neck. ✓ Fold in keyboard rests (for the wrist to be relaxed).
Key Objects	<ul style="list-style-type: none"> ✓ Avoid twisting and bending your head and upper body forward. ✓ Keyboard + screen + view direction = direct line. ✓ Use adjustment potentials of your workplace. ✓ Regular participation in occupational health examinations G- 37.



Do you have questions?

Contact


- Medical Services MED (phone 22068 or 44313)
- Experts for Works Safety FAS (phone 22064 or 48222)



More information (in German only)...

- [Arbeitsstättenverordnung](#)
- [DGUV Information 215-410](#)
- <http://www.kiss.kit.edu/692.php>

Take A Break! – AKTIVPAUSE (ACTIVE BREAK)

 <p style="text-align: center;">“Reach for the stars”</p> <p style="text-align: center;">Stretch out your arms alternately. (8 to 10 reps)</p>	 <p style="text-align: center;">“Rolling shoulders”</p> <p style="text-align: center;">Legs hip width apart. Knees bent slightly. Hands touch the shoulders. Elbows slowly move in big circles. (6 times, 2 reps)</p>
 <p style="text-align: center;">“Rolling down spine”</p> <p style="text-align: center;">Legs hip width apart. Lower upper body as far as possible forward/down. Rest 5 seconds. Roll up slowly, starting from the lumbar spine up to the cervical spine. (2 reps)</p>	 <p style="text-align: center;">“Rubber neck”</p> <p style="text-align: center;">Arms on the sides and relaxed. Bent head to the right. Left arm pulls towards the ground. Shoulder is pulled down actively. (Keep for about 10 to 20 sec, 2 reps every side)</p>
 <p style="text-align: center;">“Power pack”</p> <p style="text-align: center;">Legs more than hip width apart. Knees slightly bent. Raise arms on the sides at shoulder level. Bent elbows at 90°. Hands point towards the ceiling. Twist the upper body as far as possible to the right. Keep position for 2 seconds, and then change to the other side. (2 reps)</p>	 <p style="text-align: center;">“Heel raiser”</p> <p style="text-align: center;">Legs hip width apart behind a chair. Slowly get up on tiptoes. Keep position for a short time. Go down again. If possible, do not hold on the chair (for stabilization, touch the back of the chair with a finger). (10 times, 2 reps)</p>
 <p style="text-align: center;">“Buddha”</p> <p style="text-align: center;">Legs hip width apart. Press together the palms in front of your chest. Fingertips point towards the ceiling, actively pull down/backwards your shoulders. Fold your hands, stretch out your arms forwards – then upwards – fold your hands behind your back – stretch out arms backwards. Keep each position for 3 breaths. (2 reps)</p>	 <p style="text-align: center;">“Body stretching”</p> <p style="text-align: center;">Legs more than hip width apart. Place one hand on your hip. Stretch out the other arm above your head to the opposite side. Your upper body leans to the side. Keep position for 5 seconds per side. (2 reps)</p>
 <p style="text-align: center;">“Bobble hat”</p> <p style="text-align: center;">Sit or legs hip width apart. Bent your head forwards. Drop your chin down towards your chest. Gently move your right ear to the right shoulder – move your chin backwards and drop it down towards your chest again – gently move your left ear towards the left shoulder. (3 reps)</p>	 <p style="text-align: center;">“Taking a breath”</p> <p style="text-align: center;">Legs more than hip width apart. Knees bent slightly. Lay your palms onto each other at belly level. While breathing in, rise hands to chest level, while breathing out move palms downwards to initial position. (3 reps)</p>

Aktivpause is a program for short, efficient exercise at the workplace developed by the Institute of Sports and Sports Science with the support of the Health network.

Organization: Your Aktivpause coach comes directly to you and your colleagues. One course takes ten weeks. Courses start in early May or early November. One course unit takes 15 minutes.

Costs per group: EUR 40 for up to four persons per course, EUR 60 for five to eight persons per course.

Do you want to test the Aktivpause? Contact Ms. Dr. Claudia Hildebrand, aktivpause@kitsc.de

More information on Aktivpause (in German only): <http://www.kitsc.de/aktivpause.html>