

Kitchen table. Playroom. Garage.

Wherever you're working, make it healthy.

Are you among the many people working in a new location or from home? If so, take a few minutes to make sure your space isn't just comfortable, but safe, too. Here are some simple tips to help you build a workspace that avoids unnecessary stress to your body.

Chair



- Sit in a chair instead of on a couch.
- Sit all the way back, with your spine in a neutral position and shoulders relaxed. Use a pillow or a rolled towel for additional lumbar support.
- Keep your elbows at your sides and bent at 90 degrees.

Footrest



- Keep your thighs parallel to the floor with your feet supported. Use a sturdy box or books as a footrest.



Monitor



- Be sure the top third of your monitor is at eye level. Use a box or books to adjust the height.
- Try to avoid glare on your screen. For example, sit facing a window rather than in front or beside one.

Keyboard & Mouse



- Keep your wrists straight with your forearms and wrists floating.

Other reminders



- Take frequent breaks and vary your posture. Move every 30-60 minutes.
- Make phone calls a time to walk and stretch. Use earbuds, headphones or speakerphone.

Need more information? Contact Montana State Fund's safety team at **800-332-6102** or visit **safemt.com**.

Stretch like no one's watching.

Working remotely does have its benefits – like the chance to stretch and take a few deep breaths, judgment-free. Take a few minutes to step away from your desk and perform these moves once or twice a day. Your body – and your mind – will thank you.

Reminders

- For most, hold each stretch for 10–30 seconds and perform on both sides of your body. Repeat several times.
- Breathe deeply throughout the stretch. Never hold your breath.



Finger Stretch

Straighten your fingers until you feel a stretch. Hold for 10 seconds. Next, bend the end and middle knuckles of your fingers. Hold 10–30 seconds.



Upper Back Stretch

Reach behind your head and place your hand on your upper back. Gently hold your elbow with your opposite hand. Pull your elbow toward the back of your head and reach your hand toward the middle of your back until you feel a gentle stretch. Hold for 10–30 seconds.



Arm and Shoulder Stretch

Lace your fingers together and turn your palms facing out. Straighten your arms in front of you. Hold for 10–30 seconds.



Chest Stretch

Lace your fingers together behind your head, bringing your elbows back as far as possible. Inhale deeply and lean back until you feel your muscles stretching. Hold for 10–30 seconds.



Side Neck Stretch

Tilt your head toward one side, gently pushing your ear toward your shoulder. Hold for 10–30 seconds.



Head Turn

Slowly turn your head and look to one side until your chin is parallel with your shoulder. Hold for three seconds.



Chin Tuck

Keeping your back straight, pull your chin toward your chest until you feel a stretch along the back of your neck. Hold for 10–15 seconds.



Shoulder Shrug

Slowly bring your shoulders up toward your ears. Hold for three seconds, then roll your shoulders back and down.



Lower Back Stretch

Sit forward in your chair and cross your left leg over your right. Put your right hand on your left knee and gently pull toward your right side. Slowly turn your head and shoulders to the left. Keep turning until you see the wall behind your left shoulder. Hold for 10–30 seconds.

Need more information? Contact Montana State Fund's safety team at **800-332-6102** or visit **safemt.com**.

