



Health & Wellbeing

February – A healthy workforce



Tips for staying healthy at work

There are plenty of things you can do to make sure you stay healthy and happy at work.

Managing workplace stress

It can help to:

- Try not to take work home with you, check your emails outside work hours, or think about work after you knock off.
- Stay connected with family and friends when you're not working.
- Try to say no to extra work.
- Schedule regular breaks at work – no matter how busy you are.
- Get regular exercise.
- Spend time every day doing things just for you.
- Research and employ stress-relief strategies, such as relaxation and meditation.
- Avoid relying on drinking or using drugs to help you cope.



Stand up for your health

A growing body of research shows that sitting for hours each day might be bad for your health. But if you break up your sitting time throughout the day, regardless of the total time you spend in your chair, you might go some way to help counteract the problem.

Try to:

- Stand every time you make a phone call.
- Move your rubbish bin further away from your desk so you need to get off your chair to get to it.
- Walk to a colleague's office or desk to talk to them instead of sending an email.
- Get up to move around for few minutes or so every hour.

When you sit, sit properly

When using a computer:

- Keep your feet flat on the floor.
- Position your keyboard so your forearms are parallel to the floor and allow your elbows to rest comfortably by your side.
- Have your computer monitor at eye level, use your whole arm, not just your wrist, when using a mouse.



Avoid overworked muscles

Repetitive movements or sustained postures can cause muscle imbalances. One muscle is overworked and becomes tight, while the opposing muscle is unused and remains slack. This not only leads to aches and pains, it can also lead to joints being improperly supported, increasing your risk of injury.

The best solution is to break the cycle of repetition.

- Alternate your activities – If you are working on a computer, for example, break it up with phone calls.
- Stretch – Whatever sustained position you are in, think of a logical opposite movement.
- Take regular breaks – Every 15 to 20 minutes break for two to three minutes and aim for a few 20 minute breaks throughout the day.