

# Posture Matters














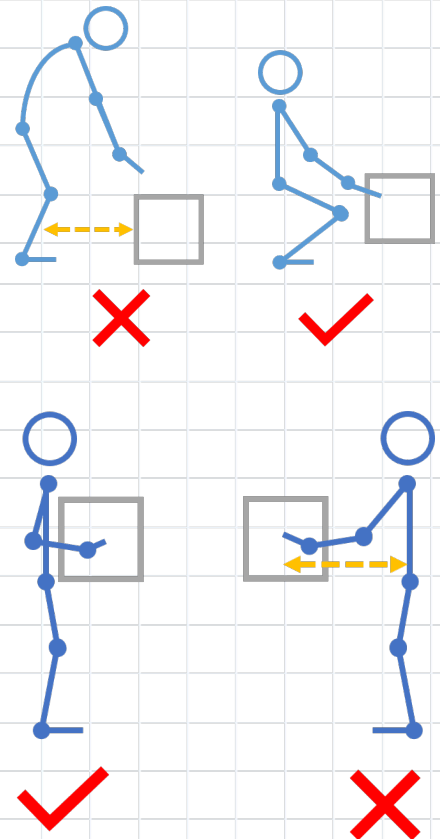
Check out these safe moving & handling tips, recommended by the Health and Safety Executive.

A leading cause of back injury is moving and handling objects incorrectly.

Learning and following the correct method for moving and handling and for adopting correct posture can help prevent injury and avoid back pain

## Picking Up & Putting Down

-  Think before you lift
-  Keep the load close to the waist
-  Adopt a stable position
-  Ensure a good hold on the load
-  Do not bend your back when lifting
-  Do not bend the back any further while lifting
-  Do not twist when you lift
-  Look ahead
-  Move smoothly
-  Know your limits
-  Lower down, then adjust



When lifting, it's the way you lift that is most important, not just the weight you are lifting. When lifting, try to be as close to the object as possible, squatting to make the lift. Use your legs to lift. Don't torque your body or bend during the lift but be careful, do not attempt to lift heavy weight beyond your capability.

Need advice or guidance?

Speak to your line manager or visit the Health and Safety pages of the Intranet :

## Simply Sitting

Sitting in the wrong position may cause or aggravate back pain. Try to follow these simple tips to combat poor sitting habits.

Sit up with your back relaxed but straight, shoulders down, with your elbows at your sides.

Avoid crossing your legs.

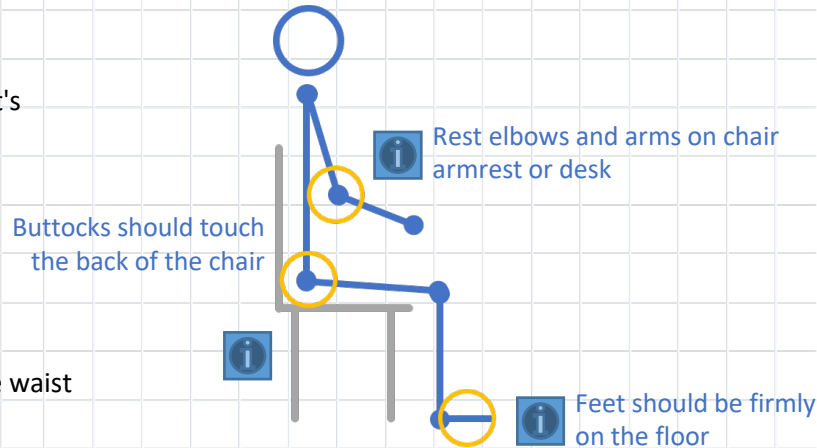
Your feet should be firmly on the floor, but use a footrest if it's more comfortable.

Your thighs should be at right angles to your body or sloping slightly down.

Keep shoulders relaxed.

When sitting in a chair that rolls and pivots, don't twist at the waist while sitting: turn your whole body instead.

We know slouching in chairs is bad for your back. However, sitting up too straight and still can also irritate it. For relief from prolonged sitting, intermittently try leaning back in your chair with your feet on the floor with a slight curve in the low back. Also, stand for part of the day when possible (for example, while on the phone or reading).



## Computers

Computers can be a problem when it comes to back or neck strain. Ensuring your workspace is set up correctly may help reduce the potential for harm

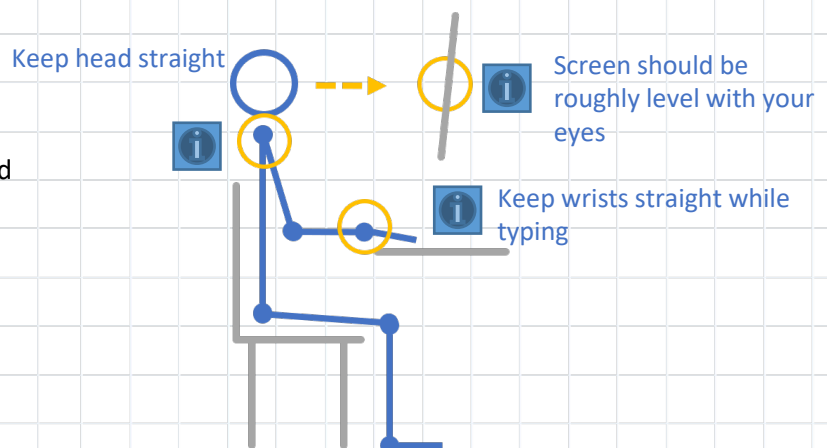
A keyboard that's off-centre can cause bad posture, keep it in front of you.

You should be able to keep your arms bent in an L-shape, elbows at your sides.

Avoid excessive bending of the neck by not placing documents between you and the keyboard.

Position frequently used objects within easy reach to avoid repeatedly stretching or twisting to reach things.

Avoid cradling the phone between your ear and shoulder, Consider a headset or speaker phone instead.



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## Driving

Driving can prove a real challenge for backs, especially if you drive for extended periods of time. Here are some tips to help support and protect your back:

For maximum back support, adjust seat depth so the distance between the edge of the seat and the back of your knees is about two or three fingers wide.

Your shoulders should be down and back against the backrest. They should remain in contact with the backrest when you turn the steering wheel.

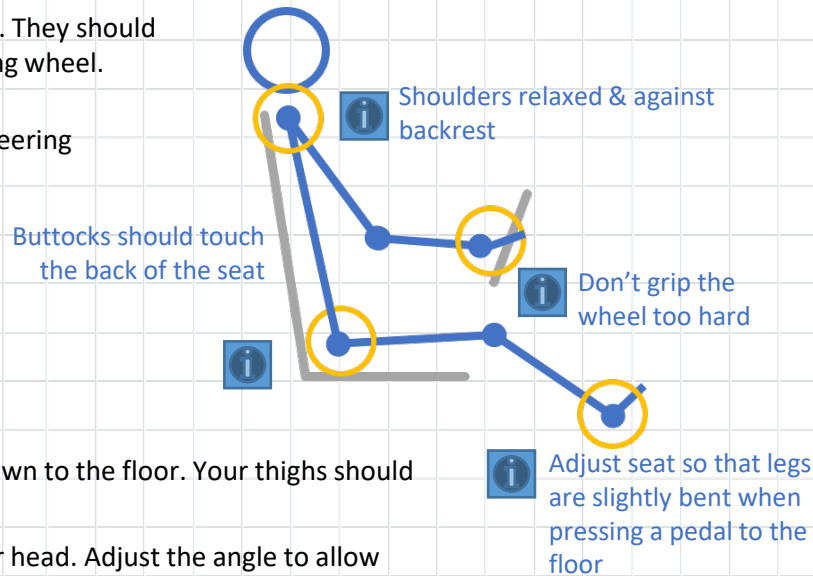
Adjust the angle of the backrest so you can easily reach the steering wheel with your arms bent.

Adjust the tilt of the seat so you can easily press the pedals down to the floor. Your thighs should rest lightly on the seat cushion without pressing on it.

The top of the headrest should be aligned with the top of your head. Adjust the angle to allow under an inch of space between your head and the headrest.

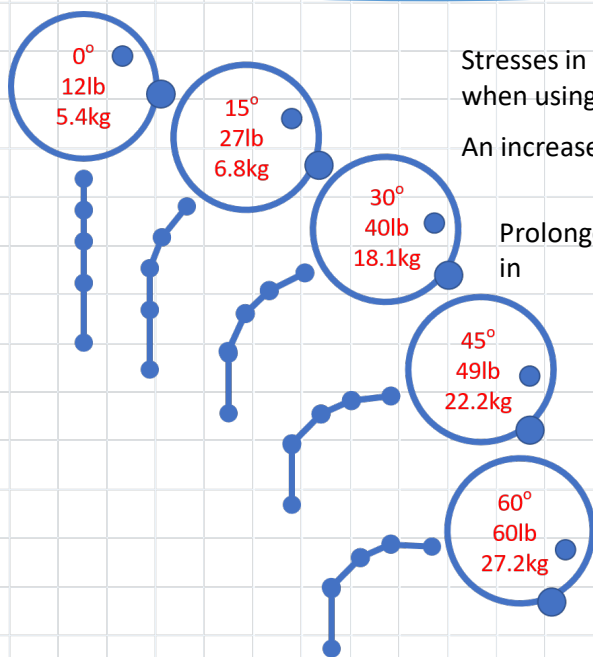
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## Text Neck

Most muscles in the body relax when they're not being used, but the muscles in the neck are permanently tensed to support the head. Poor posture can put a strain on these muscles leading to neck pain.



Stresses in the cervical spine caused by posture and position of the head are common when using handheld devices, such as a smartphone or tablet

An increase in the forward head position increases the weight on the cervical spine.

Prolonged / repeated forward head position can cause permanent damage and result in

- Headaches
- Back pain
- Spinal disc compression
- Decrease in spinal curve
- Loss of lung volume capacity
- Early onset of arthritis

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# 7 safe principles

of moving and handling

