

SET UP

A POCKET GUIDE TO WIRELESS WELL WORKING

Technology has given many of us the freedom to work anywhere at any time. To avoid new strains of health problems linked with prolonged use of mobile devices and to stay alert and fresh through the working week, where ever you are, follow the 10 points.

Set up, Pump up, Wise up.

active ergonomics

1

If you're working for more than 10 or 20 minutes remember to set up for better posture and safe technology use.

FIXED, SHARING & HOT DESKING

Adjust the height of your chair so your hips are slightly higher than your knees. Your forearms should be roughly horizontal when using your mouse and keyboard, and your eyes should be about level with the top of your screen.



Adjust the backrest so you feel supported and balance the chair to suit your body weight and keep it unlocked most of the time to encourage more oxygen to the brain and lower the risk of aches and pains.

Place your mouse and keyboard within easy reach and support paperwork on a writing slope that can bridge the keyboard. Remember to have plenty of breaks and stretches.

2

TRAINS, PLANES & COFFEE SHOPS



Ensure elbows are relaxed by your side so you're not leaning forward too much or hunching causing tension in your shoulders. Elevate the screen if you're just browsing to avoid neck ache.



When using a tablet, try and be hands free with a stand rather than gripping the tablet in one hand. Limit your typing on glass or invest in a remote or over laid keyboard.

3

AT HOME



Your home set up should be the same as the office with a good chair, desk and monitor stand. Elsewhere in the house use cushions or a towel to support the back and don't browse in bed just before bedtime or you may have a restless night.

Have periods in the day when you switch off and disconnect completely or you won't get to wind down from work especially at night and weekends.

4

ON THE MOVE



When out and about tuck into one side on a busy road or walkway before viewing your smart phone to avoid accidents.

Long periods on a tablet or smart phone zooming in and out can cause cyber sickness. Rest your eyes at infinity and switch off.

Use predictive text, put messaging and alerts on silent to help avoid discomfort, tiredness and stress. Consider acoustic etiquette in the office. Speech can be distracting, respect the concentration zones, take your calls somewhere quiet and avoid speaker phones and distracting alarms in open plan offices.

www.active-ergonomics.co.uk
For general information, product offers, workstation consultancy services.

www.wirelesswellworking.org.uk
For wellbeing advice and training (including our pocket guide to wireless well working)

www.mobilegenerations.org.uk
For or recent research publication on health and wellbeing for the transient.

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Edited from 'Mobile Generations, Transient workers and the health challenges of mobile technology' by Orangebox, Jim Taylour, www.active-ergonomics.co.uk

PUMP UP

Don't think you have to separate exercise from work or the daily commute. Pay attention to what your body is telling you.

5

THE 'WALKIE TALKIE'

Reduce emails in favour of face-to-face communication with colleagues within walking distance. Take micro breaks every 20 minutes and use the stairs.

Try walk and talk meetings and incorporate a stretch outside every day for some fresh air. Download a pedometer on your smartphone and see if you can exceed 6,000 steps a day and aim for 10,000.



6

SIT AEROBICS

Sitting slightly forward in your chair, rotate your upper body to the right, hold for five seconds, then swap sides.

Loosely grasp your hands behind your neck, push your elbows back and draw your shoulder blades together. Avoid pressing into the neck. Hold for five seconds. Circle your elbows and repeat.



Extend your leg forward. Pivot from the hip and lean forward while looking straight ahead. Hold for 20 seconds and repeat three times then swap legs.

7

STRETCH AND PRESS



Use the desk to steady you and raise a leg towards your buttocks and hold with your other hand for 20 seconds. Repeat three times then swap legs.

Stand with your feet hip width apart and with your arms outstretched, take a few small steps back, engage the tummy muscles and bend the arms keeping the back straight. Try and do three sets of ten and alter the feet distance from the wall.



8

FINGER FITNESS

Interlock your fingers, push your palms away from your body, gently stretching the forearm muscles, fingers and shoulder blades. Hold for 5 seconds.

Bend both wrists down while keeping a fist and hold for 5 seconds. To stretch the wrist, extend the hand backwards, pushing gently on the palm and hold for 5 seconds.



Place your hand flat on a table, palm down. Starting with your thumb, lift each finger slowly off the table – one at a time. Hold each finger for a second or 2, and then lower it and repeat with the other hand.



Go beyond avoiding ill health and set a programme for productive and healthy wellbeing for a better life at work.

WISE UP

9

BEATING STRESS

Holidays – plan at least one each year with a change in surroundings.

Open up – and talk, if your relationship is part of the problem.

Work – what aspects are stressful? Could you delegate or get more support?

Try to concentrate on the present – don't dwell on the past.

Own up to yourself – admit to yourself that you are feeling stressed.

Be realistic – about what you can achieve.

Eat a balanced diet – don't skip meals, eat slowly and allow 30 minutes.

Action plans – write problems down and make a plan to deal with them.

Time management – plan your time with breaks, don't take on too much.

Set priorities – if you could only do one thing, what would it be?

Talk things over with your manager – or someone else you can trust.

Relaxation is important – try new ways to relax – reflexology or yoga.

Exercise regularly – 30 minutes 4 or 5 times a week. (or 3 x 10min/day)

Say no – and don't feel guilty about saying it.

Seek professional help – still a problem then seek professional help.

10

FIVE STEPS TO HAPPY WORKING

Hatch a plan to take responsibility

Optimise your own wellbeing within the context of your employer's policies, working environments and training.

Agree and set personal goals

Aim to achieve wellbeing in all areas of professional and personal life.

Push towards the Positives

Focus on positive aspects of wellbeing, not just motivated away from the negatives.

Persevere Intelligently

Find the information that is needed to help improve wellbeing and put it into practice.

Yearn to connect with others

Don't hold back in identifying and seeking help from those who can assist in improving your wellbeing.