



Workplace wellness guide

Practical tips for comfort, posture,
and mobility

Introduction

At Broadspire, our mission is to Restore Lives. This is why we created this guide, to help you improve your flexibility and help you avoid on-the-job injuries. Your Ergonomics Specialist will show you which exercises you should use and will explain how to do them.

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Creating a proper work environment

- Ergonomic Desk Setup
- Work Zones

Ergonomic Desk Setup

1. **Arm Position:** Keep elbows slightly above desk level, bent at a comfortable 90-110° angle.
2. **Shoulder Alignment:** Maintain relaxed shoulders—avoid hunching or tension.
3. **Wrist Support:** Ensure wrists stay aligned with forearms to reduce strain.
4. **Lower Body Posture:** Sit with hips, knees, and ankles all at 90°, forming a stable base.
5. **Foot Placement:** Rest feet flat on the floor or on a footrest. If standing for long periods, use an anti-fatigue mat.
6. **Head and Neck:** Keep your head upright with ears in line with your shoulders.
7. **Eye Level:** Position your monitor so your eyes naturally gaze at the top or just below it. Use a laptop stand if needed.
8. **Seat Depth:** Choose a chair that supports your thighs fully, leaving about two inches between the seat edge and the back of your knees.
9. **Back Support:** Adjust the backrest to a 90-110° angle with proper lumbar support to cradle your lower back.
10. **Keyboard and Mouse Setup:** Place the keyboard flat and close to the desk's front edge for easy reach. Keep the mouse nearby and hold it with a relaxed grip.



Work Zones

Green Zone – Primary Work Area

This is your most accessible space. You should be able to reach everything in the green zone while sitting fully back in your chair, with elbows relaxed at your sides. This is where you should keep the tools you use frequently throughout the day--your keyboard, mouse, and notepad.

Yellow Zone – Secondary Work Area

Items in this zone are used often but not continuously. You should be able to reach them with your back against the chair and arms comfortably extended. Think of things like your phone or reference materials.

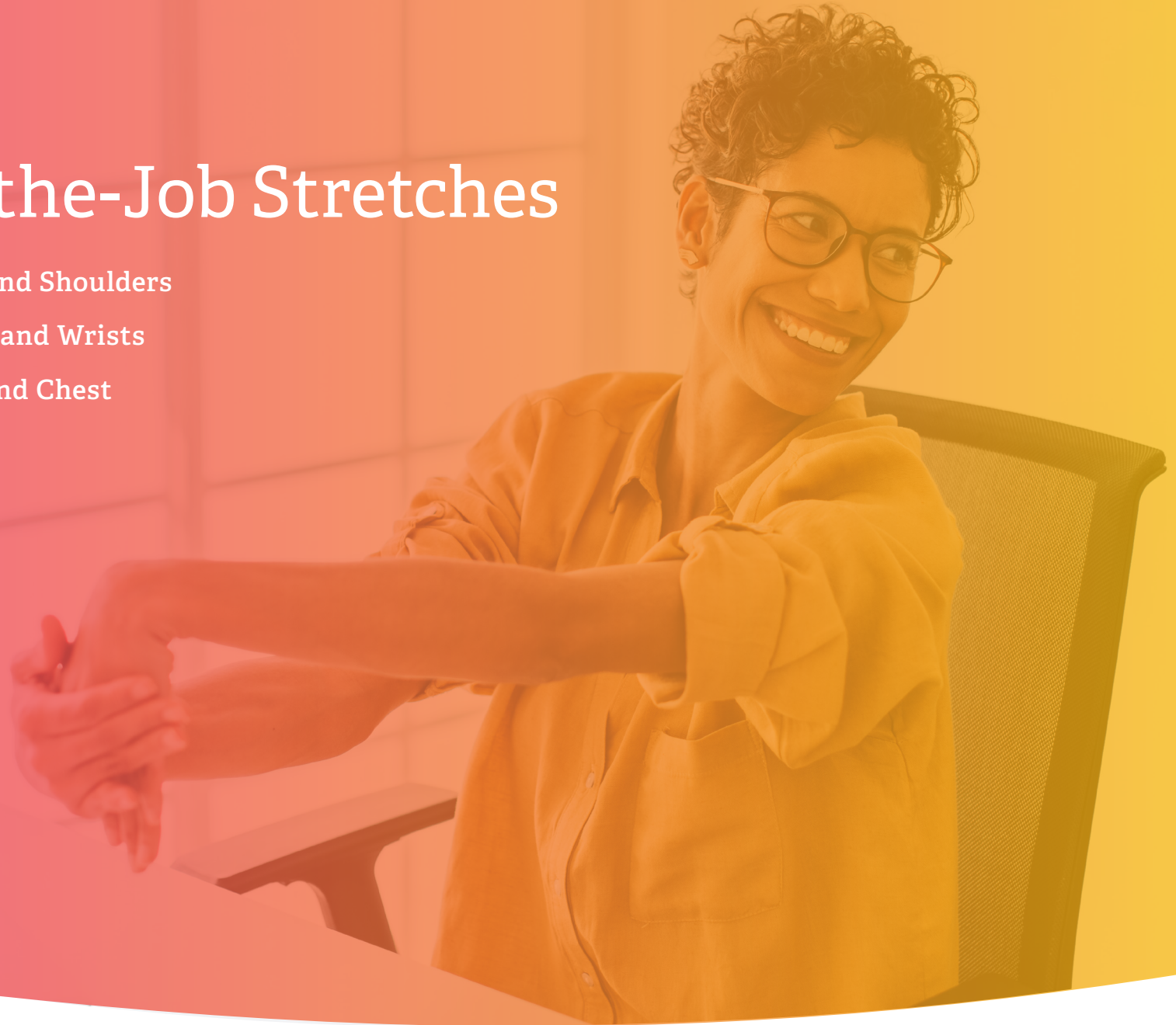
Red Zone – Non-Working Area

Anything that requires leaning, twisting, or stretching falls into this zone. Repeated access to items here can lead to strain or discomfort. To reduce risk, consider moving items into the yellow zone as needed or stand up when retrieving them.



On-the-Job Stretches

- Neck and Shoulders
- Hands and Wrists
- Back and Chest
- Legs



Neck and Shoulders

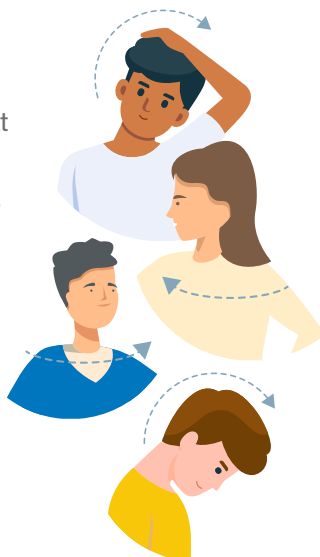
Neck Glide

- Keeping ears and head level, glide head back as far as it will go; then glide head forward.
- Repeat 3x.



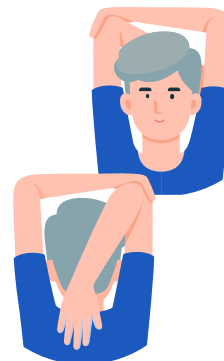
Head Tilt

- Lower head to shoulder, hold & repeat on the other side.
- Turn head to look over shoulder and repeat on the other side.
- Lower chin to chest and return to starting position.
- Repeat each movement 5x.



Chair Stretch

- Place one arm behind your head while gently pulling your elbow toward your head with your other hand. Perform this move on both arms.
- Hold for 10 seconds. Repeat 2x.
- Lacing your fingers above your head, push your arms & hands upward fully extending your arms.
- Hold for 10 seconds. Repeat 2x.
- Place arms behind your back and gently pull one arm down while tilting your neck in the opposite direction. Switch sides and repeat.
- Hold for 10 seconds. Repeat 2x.



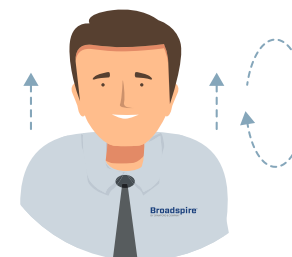
Neck/Shoulder Stretch

- With hands on forehead, palms facing out. Take a deep breath in.
- Pull elbows toward back and rotate palms to your sides.
- Exhale and squeeze shoulder blades.
- Hold for 10-15 seconds.



Shoulder/Arm Rolls

- Roll both shoulders backwards, in a circular motion.
- Repeat 5x.



In each case, stretch only within a comfortable range. Pull back on the stretch if you feel pain. All movements should be gentle and controlled.

Hands and Wrists

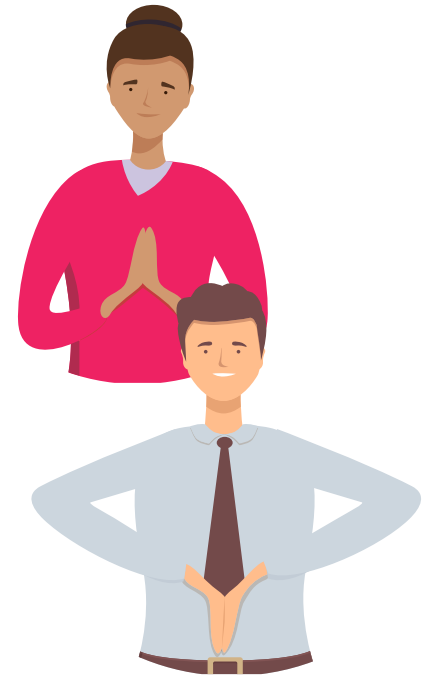
Wrist Stretch

- Straighten your elbow with your palm down. Gently bend wrist up making a fist.
- Extend one arm at shoulder height with your wrist facing down
- Gently pull down on the back of your hand with your other hand, rotate your arm so that your hand is pointing away. You should feel a mild pulling sensation.
- Hold for 10-15 seconds. Repeat 2x.
- Repeat on both sides.



Wrist and Forearm Rotation

- Place hands together in front of your chest gently pushing your palms together with fingers pointing up.
- Rotate from your wrists so that your fingers point to the floor.
- Hold for 10 seconds. Repeat 2x



Hand and Forearm Stretch

- Lace your fingers and stretch your arms out in front of you at shoulder level.
- Hold for 10-20 seconds. Repeat 2x.



Wrist Stretch (Alternative)

- Place your arms in front of you with the fingers of one hand pointing toward the ceiling, gently apply pressure on your fingertips toward your chest.
- Repeat on both sides.
- Hold for 5 seconds. Repeat 2x.



Back and Chest

Shoulders and Total Back Stretch

- Place one arm behind your head as shown in this picture.
- Lean toward the opposite side.
- Perform on both sides.
- Hold for 10 seconds. Repeat 2x.



Lower Back and Chest Stretch

- Placing your hands on hips, lean back.
- Hold for 5 seconds. Repeat 2x.



Middle Back Stretch

- Sitting in a chair, cross legged, reach across your body and place your opposite hand on your knee. Gently apply pressure.
- Twist your upper body in the opposite direction and repeat the movement on the other side of your body.
- Hold for 8-10 seconds. Repeat 2x.



Legs

Hamstring Stretch

- If you can, stand with your feet together.
- Keeping both legs straight, move one foot slightly forward and lift your toe.
- Lean forward.
- Repeat on both sides.
- Hold for 10 seconds. Repeat 2x.



Quad Stretch

- If you can, stand with your feet together and hold onto a stable surface.
- While standing on one foot, bend the opposite leg at the knee and hold that foot with your hand on the same side of your body.
- Pull your hand upward for a slight stretch.
- Hold for 10 seconds. Repeat 2x on both sides.



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