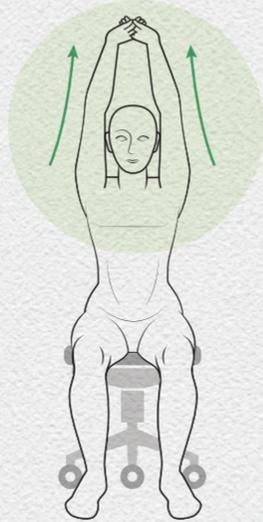


# THE 12 SCREEN TIBETANS

**Breaks are an important part of staying healthy.** Use the time away from your screen to do these simple relaxing exercises. Preventive measures like these help make up for your lack of movement, guard against neck and back pain and keep you in shape.



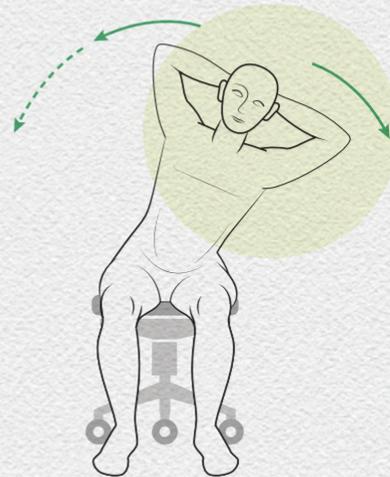
**1**

Stretch your arms above your head. Now put your hands together, turn your palms upwards and push them firmly towards the ceiling.



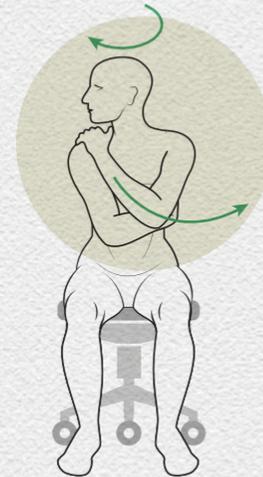
**2**

Interlock your fingers behind your head. Then lean your upper body backwards over your backrest and pull your elbows back.



**3**

To start with, interlock your fingers behind your head and lean your body far to the side. Lean to each side several times.



**4**

Place one hand on the opposite shoulder and pull firmly towards the centre. As you do so, turn your head to the shoulder you are pulling. Then repeat the exercise with the other shoulder.



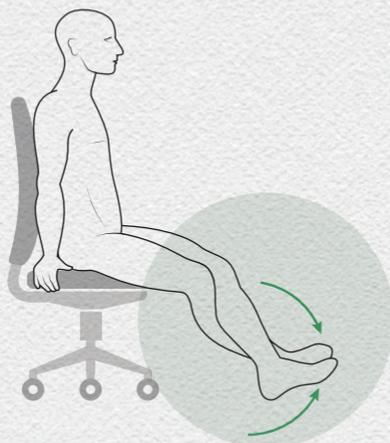
**5**

Stretch your arms out in front of you and cross them. Next, turn the palms of your hands towards each other, making sure your thumbs are pointing downwards. Interlock your fingers. Now bend and stretch your wrists – as far as you can – to the left and right.



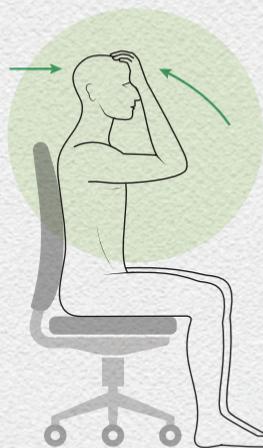
**6**

Push your hands together firmly at chest height.



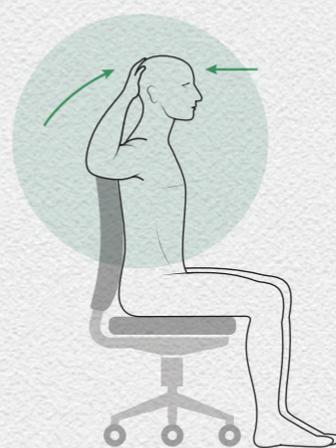
**7**

Stretch out your legs and cross them before pressing them together firmly. Switch legs and repeat the exercise once more.



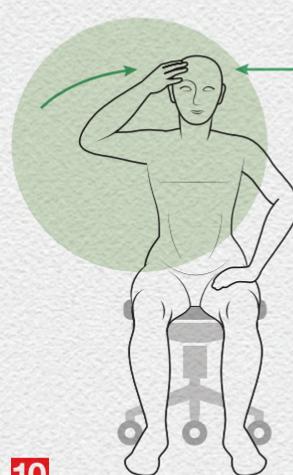
**8**

Hold your hand flat against your forehead and press against it with your head.



**9**

Hold your hand flat against the back of your head. Now press against it with your head.



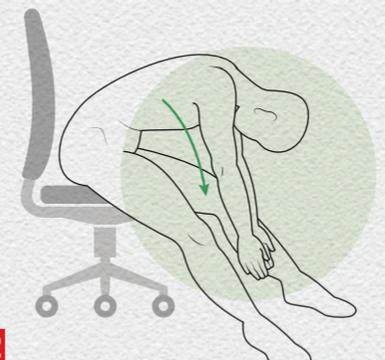
**10**

Hold your right hand against your right temple and press your head sideways against it.



**11**

This time, press your left hand against your left temple and press your head against it.



**12**

Bend downwards as far as you can with outstretched arms. Straddle your legs as you do so and stretch firmly. Finally, stand up and shake out your limbs and body.

- Each exercise should take between 10 and 15 seconds
- Make sure that your breathing is slow and constant throughout
- Stand up and shake out your limbs and body after each exercise

**Please note:**  
These exercises should not be carried out by anyone with a pre-existing condition or injury.

# The positioning of your screen and ergonomic arrangement of your workstation is important

Employers must ensure that computer workstations are fit for purpose, ergonomic and conform with prevailing technological standards.

The illustration on this page shows the most important points to help ensure that your workstation is set up correctly.

Follow steps 1-4 when setting up your workstation.

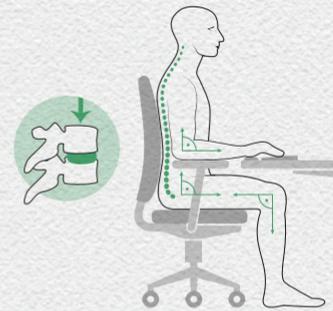
Ask your occupational health physicians, health and safety experts or representatives of employee safety and health for guidance at your place of work.

For more information, please refer to the AK Guide to Display Screen Work published by the Vienna Chamber of Labour.

## 1 Correct posture



Set up your office chair correctly

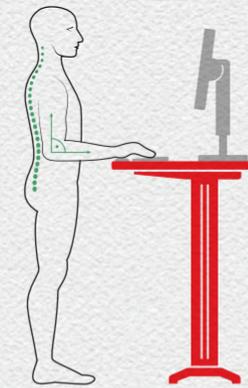


Ensure your weight is distributed evenly

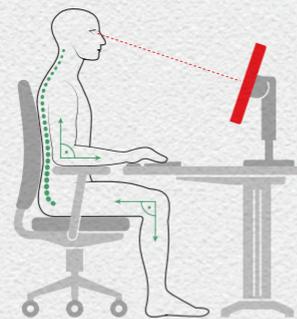
## 2 Adjust desk height



Adjust the desk according to your height and size



## 3 Set up monitor

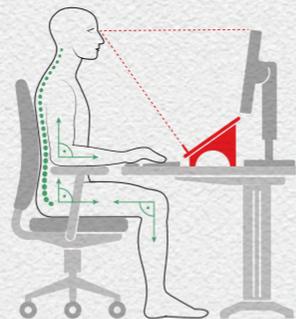


Height and distance

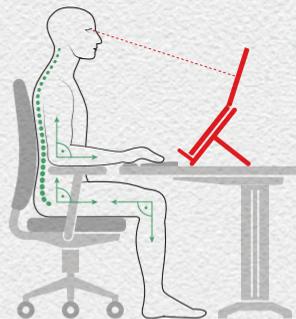
## 4 Use ergonomic desk accessories



Footrest



Document stand



Laptop console

## Basic ergonomic principles for the workplace



### Lighting

Reading, writing, data processing: min. 500 lux  
Filing and copying: min. 300 lux



### Noise

Highly concentrated work: max. 50 dB(A),  
normal office work: max. 65 dB(A)



### Lighting

Window area = 10% of floor space



### Desk size

min. 160 x 80 cm



### Humidity

40 – 70% relative humidity in air-conditioned spaces



### Temperature

19 – 25 °C

Working in front of a screen can be detrimental to your health, but it does not have to be. An ergonomic workstation can help avoid strain on your body or at least significantly reduce it. You can also take a number of preventative measures to stop some health complaints from occurring in the first place.