eAppendix 3.
Advice for Daily Activities

How to sleep:
  Position of the spine:

How to do activities close to the ground:

  Position of the neck:

How to work in upright positions:

How to take objects placed on top:

How to carry weights (always divide the load between your 2 arms):

How to lift weights (bend your knees but not the trunk while keeping your back straight):

(Continued)
How to sit (low back always supported by the backrest):

- Your back should always be supported fully by the back of the chair
- If a chair has armrests, you should be able to support your forearms fully on them
- If your chair does not have armrests, the height and width of the workstation should allow you to rest your forearms on top and to relax your shoulders
- Keyboard and mouse must be at the same surface height and close to each other
- It is appropriate to have both feet supported on the floor
- The monitor height must be well positioned to allow proper alignment of the neck with the spine

Other advice:
- If you have to use your phone often, do not hold the phone by squeezing it between your ear and shoulder
- To avoid continuously flexing your neck while using materials on the top of the workstation, consider using a device to hold your materials, which can be set at the same height as the monitor
- It is important to take very short and frequent breaks and to avoid maintaining the same position for long periods
- During these breaks, it is recommended to do relaxation and stretching movements with the shoulders, hands, and arms
- Repeated short breaks are more effective than a few long breaks