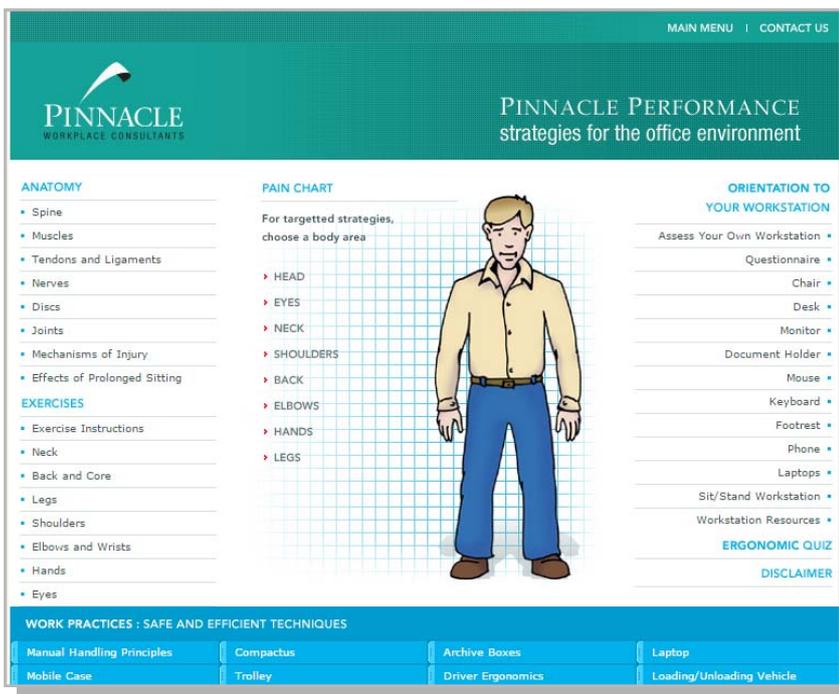




PINNACLE PERFORMANCE - Strategies for the Office Environment

WHAT IS PINNACLE PERFORMANCE?

Pinnacle Performance is a tool which assists in the minimisation of musculoskeletal injuries in the office environment. The program provides simple, easy to follow advice on workplace ergonomics and office based manual handling in order to promote safe and healthy practices.



BUILD YOUR KNOWLEDGE

Discover the mechanisms behind injury causation, understand the negative effects of prolonged sitting and in doing so, provide a rationale for behavioural change.

SELF MANAGE ACHES AND PAINS

Learn what you can do to self manage aches and pains in different parts of the body using the 'Pain Chart'.

ACCESS RESOURCES

Gain easy access to 'Technique Prompts', where you can learn about Manual Handling best practice principles relevant to specific tasks in the workplace. Know which methods to use and what postures to avoid.

LEARN NEW EXERCISES

Learn exercises to help reduce ache and pains and stretch and strengthen your body.

TEST YOUR KNOWLEDGE

Test your level of office ergonomics knowledge using the quiz. Results are automatically emailed to a Supervisor/ Manager for easy review and discussion.

OPTIMISE YOUR WORKSTATION

Optimise your workstation ergonomics, simply and efficiently, using the 'Assess your own workstation' checklist.

ACCESS

Pinnacle Performance is accessed via SUMMIT, a web based storage portal that integrates the core streams of Pre-employment, Workplace Improvement, Rehabilitation / Return to Work and Wellness.

Pinnacle will set up your company specific SUMMIT site and provide a username and password for your workers to access the site (and Pinnacle Performance).

COST

First year access, inclusive of set up fee, is \$349 (ex GST). Ongoing annual access fee is only \$99 (ex GST). This annual fee is inclusive of all ongoing software and content updates.

Helping you to achieve excellence



PINNACLE PERFORMANCE -

Strategies for the Office Environment

Back and Core Exercises

Extension

Sit in a stable chair with a medium height backrest. Ensure the backrest is firmly attached and will not move. Grasp your hands together in front of your stomach. Slowly raise them above your head, taking your hands as far back as you can. Lean into the backrest. Hold for 20 seconds. Repeat 2 times.



Shoulder Stretch

Sit in a stable chair with a medium height backrest. Ensure the backrest is firmly attached and will not move. Whilst sitting, turn your shoulders as far round as comfortable. If you want to increase the stretch, use your arms to gently pull further around. Repeat 5 times each side.



LEARN INJURY PREVENTION EXERCISES

Explore a range of targeted injury prevention exercises that can help to alleviate the discomforts associated with computer based duties. Exercises and stretches are provided for neck, back and core, legs, shoulders, elbows and wrists, hands and eyes.

Head

Pain in the head region, or headaches may be related to a number of workplace factors including cervical (neck) posture and factors related to eye strain.

Workstation set up

Posture

Think about how you sit in your chair. Holding your head forward can increase risk of headaches and neck pain. Try to maintain the natural shape of your neck curve by holding your head above your shoulders. Don't let your chin poke forwards.



Chair

Review your chair height. Adjust the height of your chair so your elbows are at desk level. If the chair is positioned too low, there is increased risk of developing headaches through sustained use of neck and shoulder muscles to reach the desk/keyboard, and to look up to the monitor. If you have armrests on your chair, you need to review their



SELF MANAGE ACHES AND PAINS

Look at strategies that can assist in reducing or managing specific aches and pains in various parts of the body using the 'Pain Chart.' Strategies are based on the particular region of pain/discomfort and relate specifically to office duties.

Questionnaire

Incorrect adjustment of your workstation can lead to pain, joint stiffness, pins and needles and headaches. It is therefore vital to ensure your workstation is correctly adjusted for YOU. This simple checklist will take about 5 - 10 minutes to fill in and may prevent years of pain. If you think you don't have time, MAKE IT. What is more important than your health?

Use this photo as a guide.



Your Name: Sarah Smith
Your Email: sarahs@pinnacle.com
Date: 22 Apr 2015

Chair

1. Do you know how to adjust your chair? Yes No Unsure
2. Is the seat height adjusted so that your elbows are at desk height? Yes No Unsure
3. Are your thighs parallel to the floor with your feet resting on the floor or a footrest? Yes No Unsure

OPTIMISE WORKSTATION LAYOUT

Use the online workstation questionnaire to efficiently optimise workstation layout. Results can be emailed directly to a Supervisor for further follow up. Learn more about specific workstation equipment or recommended layouts and how they assist in reducing the risk of discomfort or injury.

Opening & Closing the compactus



Face the direction you want to move the compactus. Grasp the handle with your hand closest to the unit.

Your elbow should be bent to about 90 degrees and your forearm running parallel to the compactus. Brace elbows by your sides.

Use a **forward lunge** to move the compactus slowly, driving with your leg muscles. Engage the brake if applicable.

Opening & Closing the compactus



If a compactus has a wheel handle, face the compactus. Keep your elbows close to your sides so you **side lunge** to follow the movement of the compactus.

DO NOT pull the door. **DO NOT** twist your spine.

DO NOT open more than one unit at a time. **DO NOT** move the compactus from the edge of the unit door.

UNDERSTAND MANUAL TASK TECHNIQUES

Understand optimal work techniques and the postures to avoid by viewing *task specific* 'Technique Prompts,' which can be easily viewed online or printed for later reference. Provided in a clear, easy to follow format, with key manual task postures and principles outlined to assist workers in preventing workplace injury. Technique prompts are *specific to the task* thereby maximising relevance to the worker.