

Active Working Guidelines



sit-stand.comTM
STANDING DESK MEGASTORE

These guidelines are designed to provide simple and safe advice to get you off to the best possible start to sit-stand and Active Working.

Introduction

The average office worker spends **10 hours each day** sitting, of which on average 7 hours (70%) is at the office. Recent international expert recommendations (commissioned by Active Working CIC and Public Health England) suggested 2 – 4 hours of standing in the office would provide many benefits.



Download **FREE** posters from our website:

<http://sit-stand.com/mydownloads>

Benefits of Sit-Stand

Your Health

Regular movement improves the body's blood circulation, oxygen flow, posture and metabolic rate (you burn 50 more calories an hour standing). By breaking up and reducing "sitting" with "standing" you may **lower your risk** of contracting diabetes, heart disease, back pain and certain cancers

Your Wellbeing

Whilst standing-up in correct alignment your posture and energy flow through the body are much improved. You will **feel more positive**, more focused, more collaborative and relieve stress

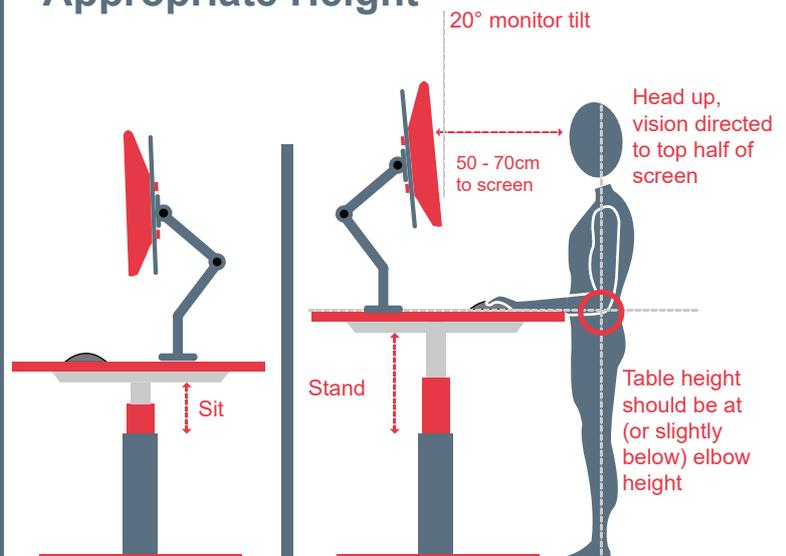
Your Productivity

Certain routine **work is done more efficiently** whilst standing. Especially basic tasks such as: going through your Inbox, discussions with co-workers and key phone calls

Top 5 Tips for Users of Sit-Stand

- **Build it up gradually.** Start with 20 minute standing, then sit for 40 minutes and repeat throughout the day
- **Avoid excessive sitting and standing.** Keep moving around, take frequent breaks, and make a conscious effort to mix it up. Standing all day can lead to back, knee or foot problems
- Make sure you have **comfortable footwear** and think about a comfort mat
- Find out what **things you prefer doing standing** e.g phone calls, clearing out your inbox and routine deskwork
- Also find out the **things you do better sitting** e.g concise and creative writing, proof reading and in depth analysis

Appropriate Height



Posture and Positioning

To avoid and reduce suffering from pain or tiredness whilst standing - it is vital you adopt correct posture, positioning and move more.

PRODUCT SUPPLIER



These guidelines have been produced by **Active Working CIC**. **Sit-Stand.Com** is the Official Supplier to **Active Working CIC** who lead the global insight and evidence based research on sedentary behaviour. **Sit-Stand.Com** is also an Official Supporter of **Get Britain Standing**: a campaign to grow awareness and education of the dangers of sedentary working and in particular prolonged sitting time.

OFFICIAL SUPPORTER



Active Working

Top Tips



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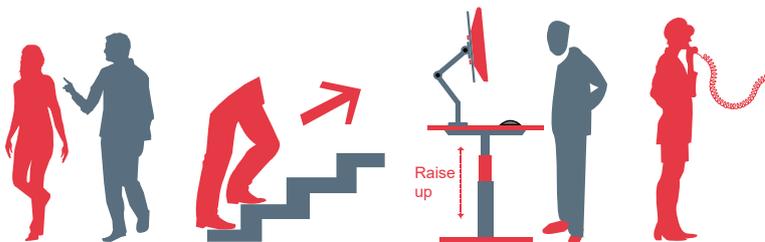
Sit Less & Move More

Take frequent “mini” opportunities to move up/down or away from your desk to help:

- **Activate your body**
- **Increase your metabolic rate**
- **Break down fats**
- **Reduce blood sugar levels**
- **Boost oxygen flow to your brain**

Regular movement also helps you to **maintain good postures** and **reduce muscle fatigue**.

Follow our **suggested behaviours** to improve business productivity and the health & wellness in your workplace.



Suggested New Habits

1. Attempt to **spend at least 2 hours standing** at work and increase this to 4 hours in line with individual circumstances



2. Try to **interrupt 30 minutes of sitting** with at least 5 mins of standing or 2 mins of walking



3. When standing at a desk, **wear appropriate shoes**. Consider an **anti-fatigue mat** to encourage foot movement. This will boost blood circulation & reduce fatigue



4. Hydrate - Drink plenty of water and take regular comfort breaks.



5. Take frequent breaks from sitting. Spend **5 minutes each hour** walking around the office or over to a co-worker



Best Practise

- ✓ Stand for the **1st hour in the morning** & the **1st hour after lunch** to help balance blood sugar levels after eating
- ✓ Raise the desk when colleagues come to talk to you. **Stand together whilst speaking**
- ✓ Stand for **telephone conversations**, especially if you need to be assertive or get to the point
- ✓ Sending an internal email? **Walk and speak** to the person instead
- ✓ **Stand to sort papers** and files
- ✓ Always try to **use the stairs**, instead of the lift
- ✓ Have **walking meetings** when you can
- ✓ At the end of the day, raise your desk. To help remind you to **start standing each morning**

Create a Company Culture to Sit Less and Move More:

- ✓ Consider replacing some meeting tables with **standing tables**
- ✓ Train users how to use their sit-stand desk at **appropriate heights**
- ✓ Encourage **frequent posture changes** (sitting and standing)
- ✓ **Monitor usage** so that users do not develop bad new habits
- ✓ **First hour in the morning** and **after lunch**, should be standing
- ✓ Promote daily **15 minute walks** with a colleague. **Label walking routes**
- ✓ **Encourage stair use** as much as possible. **Glorify your staircases**
- ✓ Encourage short informal **standing meetings**

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ACTIVE WORKING

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 **Get Britain Standing .org**™