This booklet is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch. Its contents can also be downloaded from the Labour Department website at http://www.labour.gov.hk/eng/public/content_2_9b.htm

For enquiries about addresses and telephone numbers of the offices, please contact us at 2559 2297, or visit the Labour Department website at http://www.labour.gov.hk/eng/tele/osh.htm

This booklet may be freely reproduced except for advertising, endorsement or commercial purpose. Please acknowledge the source as "More Exercise Smart Work" published by the Labour Department.
Hectic life and busy work are common causes of muscle fatigue, resulting in soreness in neck, back and limbs. Prolonged disregard of these symptoms may result in overuse injuries. Regular exercise can keep you in good shape and improve your productivities.

This booklet introduces some simple exercises targeted at different parts of the body. You may choose suitable types according to your needs.

Benefits of regular exercises:
- Increase flexibility of joints and reduce chance of injury.
- Strengthen your muscles and reduce muscle fatigue.
- Reduce mental stress and lift your spirits.
- Consume calories and maintain ideal body weight.
- Increase blood circulation and enhance body function.
- Promote psychological well-being and increase confidence.

When you perform exercises:
1. Check your physical condition before doing exercise. When you feel tired or discomfort, stop exercising.
2. Choose the type of exercise that suits you and make sure the sporting area is spacious enough for your workout.
3. Do not wear tight clothes and high-heel shoes.
4. Perform the exercise slowly until you feel a stretch in your muscles. Stretching too much or too quickly will easily hurt your muscles and joints, especially when doing exercises on neck, back and knees.
5. Perform the exercise according to your ability. Do not over-exert yourself.
6. Persistence is the key to good results.
**Exercise 1**

1. Gaze forward.
2. Tilt head downwards and hold for 5 seconds.
3. Return to starting position.
4. Slowly tilt head backwards as far as possible. Hold for 5 seconds, and then return to starting position.
5. Repeat this exercise 5 times.

**Exercise 2**

1. Relax shoulders and lean head to the left. Gently use the left hand to pull your head to the left. Hold for 5 seconds, and then relax.
2. Repeat the movements on the right side.
3. Repeat this exercise 5 times.
EXERCISE 1

1. Roll shoulders backwards 10 times.
2. Roll shoulders forwards 10 times.

EXERCISE 3

1. Gaze forward, and then turn head to the right. Hold for 5 seconds.
2. Return to starting position.
3. Repeat on the left side.
4. Repeat this exercise 5 times.
EXERCISE 2

1. Raise arms from the side to shoulder level, and then bend elbows to 90 degrees.
2. Stretch elbows backwards as far as possible. Breathe in and hold for 5 seconds. Be sure to keep the back straight.
3. While breathing out, bring forearms together to the chest.
4. Repeat this exercise 5 times.

EXERCISE 3

1. Place left hand on right shoulder.
2. Use right hand to pull left elbow towards the right shoulder. Hold for 5 seconds, and then relax.
3. Repeat the same movements with the left hand.
4. Repeat this exercise 5 times.
EXERCISE 4

1. Raise arms from the side to shoulder level.
2. Stretch arms upward and breathe deeply. Hold for 5 seconds.
3. Relax, gently breathe out while lowering arms slowly to the side.
4. Repeat this exercise 10 times.

EXERCISE 1

1. Bend left arm behind the head. Gently use right hand to pull left elbow to the right. Hold for 5 seconds, and then relax.
2. Repeat with right arm.
3. Repeat this exercise 5 times.
**EXERCISE 2**

1. Spread out and stretch fingers as much as possible for 5 to 10 seconds.
2. Slowly relax hands.
3. Clench fists tightly for 5 to 10 seconds.
4. Repeat this exercise 10 times.

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**EXERCISE 3**

1. Hold out right arm, wrist up, with the back of the hand facing you. Gently use left hand to pull right hand backwards. Hold for 5 seconds, and then relax.
2. Right arm remains extended, wrist down, with the palm facing you. Gently use left hand to pull right hand backwards. Hold for 5 seconds, and then relax.
3. Repeat on the opposite side.
4. Repeat this exercise 5 times.
EXERCISE 4

1. Fingertips of both hands face each other.
2. Stretch the webs between thumbs and index fingers by pressing fingers against each other as close as possible. Hold for 5 seconds, and then relax.
3. Repeat this exercise 5 times.

EXERCISE 5

1. Rotate thumb in one direction 10 times, then in opposite direction 10 times.
2. Repeat this exercise on the other side.
EXERCISE 1

1. Stand with feet apart at shoulder-width. Place hands on lower back.
2. Slowly bend upper body backwards. Hold for 5 seconds, and then return to starting position.
3. Repeat this exercise 5 times.

EXERCISE 2

1. Stand with feet apart at shoulder-width.
2. Raise right arm, place left hand at waist and bend your body to the left. Hold for 5 seconds.
3. Return to starting position.
4. Repeat on the opposite side.
5. Repeat this exercise 5 times.
**EXERCISE 3**

1. Stand 30 centimeters (about 1 foot) away from the wall, with back facing it. Slowly turn upper body towards the left until both hands touch the wall. Hold for 5 seconds, and then return to starting position.

2. Repeat on the opposite side.

3. Repeat this exercise 5 times.

**EXERCISE 4**

1. Stand with feet apart at shoulder-width. Place hands in front of the thighs. Relax the neck and arm muscles.

2. Slowly bend your body forwards and try to touch the tip of the toes with your fingertips. Hold for 5 seconds.

3. Return to starting position.

4. Repeat this exercise 5 times.
**EXERCISE 1**

1. Stand with feet apart at shoulder-width.
2. Left foot steps forward, place your hands on the wall.
3. Lean forward. Bend your left leg and stretch right leg behind without moving the heels. Hold for 10 seconds.
4. Repeat the movements with the other leg.
5. Repeat this exercise 5 times.

**EXERCISE 2**

1. Sit upright with feet on the floor. Lift right leg at the horizontal level. Move right foot up and down 5 times.
2. Repeat 5 times with left leg.
**EXERCISE 3**

1. Sit upright. Raise one leg. Rotate foot clockwise 10 times.
2. Rotate foot anti-clockwise 10 times.
3. Repeat 10 times with the other leg.

**EXERCISE 4**

1. Hold onto a stable object with both hands. Lift heels off the ground. Hold for 5 seconds, and then return to standing position.
2. Repeat this exercise 20 times.
CONCLUSION

With the advance in information technology, people are now doing less physical activities. Therefore, we should make the best use of our time to do more exercise to enhance our physical and mental health and to improve our work efficiency. Remember, "More Exercise Smart Work".

We have introduced a number of relatively simple and static exercises in this booklet. If you want to exercise further in a more active way, you may refer to the VCD/DVD on "More Exercise Smart Work" developed separately by the Labour Department, which included a set of aerobic exercises in addition to those covered by this booklet.

ENQUIRIES

For enquiries on this booklet or advice on occupational health and hygiene matters, please contact the Occupational Safety and Health Branch through:

Telephone : 2852 4041
Fax : 2581 2049
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Further information on the services offered by the Labour Department and on labour legislation can also be found by visiting our Home Page at http://www.labour.gov.hk.

Information on the services offered by Occupational Safety and Health Council can be obtained through hotline 2739 9000.

COMPLAINTS

If you have any complaints about unsafe workplaces and practices, please call the Labour Department’s occupational safety and health complaint hotline at 2542 2172. All complaints will be treated in the strictest confidence.

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