

More Exercise Smart Work



**Occupational Safety and Health Branch
Labour Department**

CONTENT

Introduction 03

Neck Exercises 04

Shoulder Exercises 07

Upper Limb Exercises 11

Back Exercises 15

Lower Limb Exercises 23

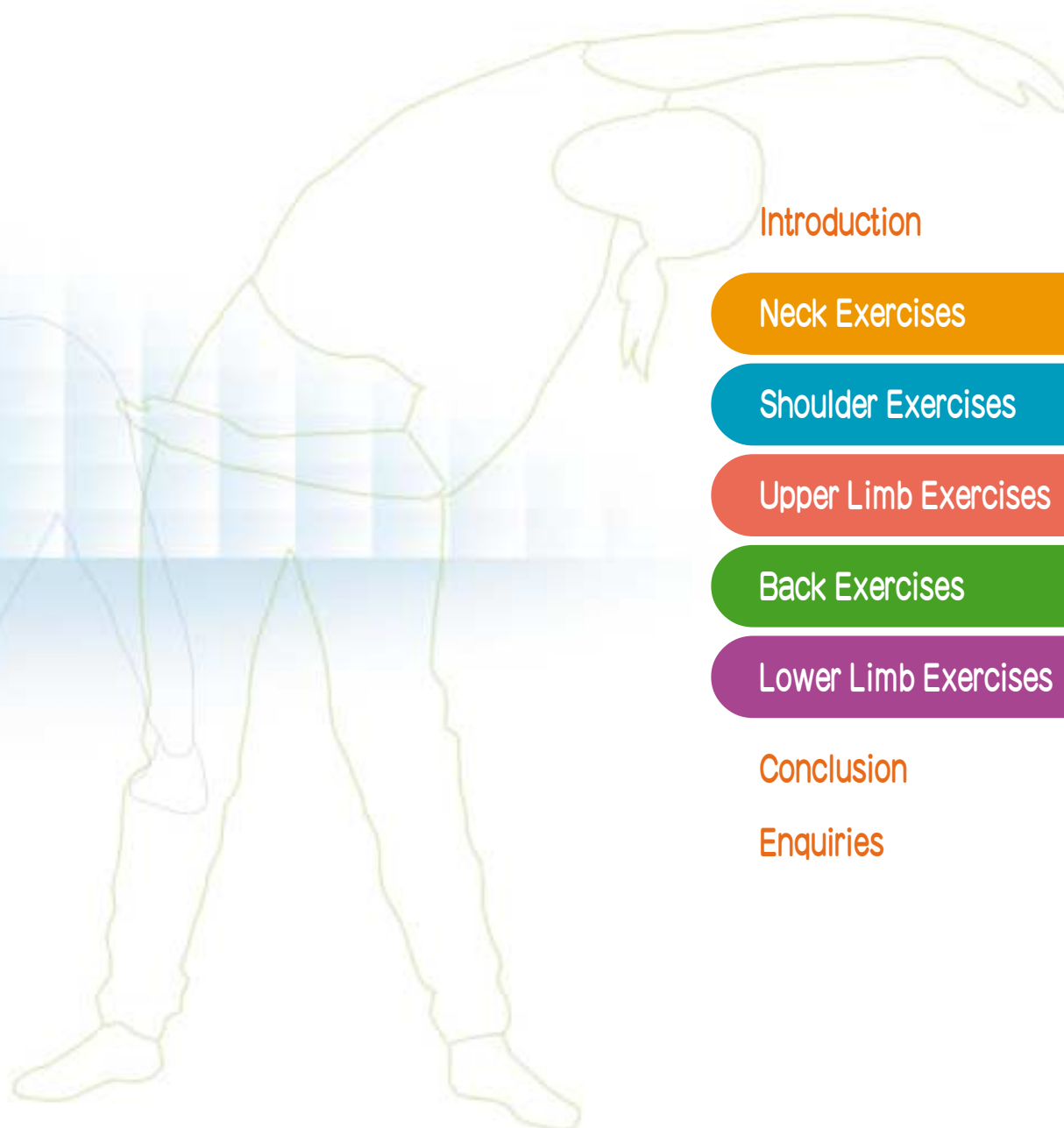
Conclusion 28

Enquiries 29

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/content2_9.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 (II)" published by the Labour Department.



INTRODUCTION

More Exercise
Smart Work



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.

NECK EXERCISES

1.1



1.2



- 1 Look forward. Use one hand to press forehead slightly. Push the palm backward slowly.
- 2 Contract neck muscles to keep the neck straight.
- 3 Hold for 5 seconds, and then relax.
- 4 Repeat this exercise 5 times.

NECK EXERCISES

- 1 Right hand presses the right side of the head. Push the palm to the left slowly.
- 2 Head presses to right against the hand to keep the neck straight. Hold for 5 seconds, and then relax.
- 3 Repeat with left hand. Hold for 5 seconds, and then relax.
- 4 Repeat this exercise 5 times.



NECK EXERCISES

3.1



3.2



- 1 Put both hands at the back of the head. Head presses backwards, hands push forwards to keep the neck straight. Hold for 5 seconds, then relax.
- 2 Repeat this exercise 5 times.

SHOULDER EXERCISES

- 1 Grasp a towel by two ends with both hands. Raise arms to shoulder level.
- 2 Raise arms to overhead position slowly and breathe in deeply.
- 3 Keep arms straight. Hold for 5 seconds. Breathe out and relax while lowering arms to the starting position.
- 4 Repeat this exercise 5 times.



1.1



1.2

SHOULDER EXERCISES

2.1



2.2



exercise 2

- 1 Grasp the two ends of a towel with both hands at the back.
- 2 Raise arms upward. Keep the back straight and breathe in deeply.
- 3 Keep arms straight. Hold for 5 seconds. Breathe out and relax while lowering arms to the starting position.
- 4 Repeat this exercise 5 times.

SHOULDER EXERCISES

- 1 Grasp one end of towel with right hand. Place the towel behind the back. Lower left hand to grasp the other end of the towel.
- 2 Pull the towel up with right hand until you feel a stretch in the left shoulder. Hold for 5 seconds. Return to starting position.
- 3 Repeat this exercise 5 times.
- 4 Repeat on the opposite side. Hold for 5 seconds. Return to starting position. Repeat this exercise 5 times.



exercise 3

3.1



3.2



SHOULDER EXERCISES

4.1



4.2



- 1 Stand 30 centimetres away from a wall. Place left hand on the wall.
- 2 Left hand moves upwards while leaning the body to the wall until shoulder and armpit feel a stretch. Hold for 10 seconds. Return to starting position.
- 3 Repeat this exercise 10 times.
- 4 Repeat this exercise with right hand 10 times.

UPPER LIMB EXERCISES

- 1 Hold a ball (diameter of ball about 5 centimetres) with right hand. Squeeze with all five fingers. Hold for 5 seconds, and then relax. Repeat this exercise 10 times.
- 2 Repeat this exercise with left hand 10 times.



1.1



1.2

UPPER LIMB EXERCISES

2.1



2.2



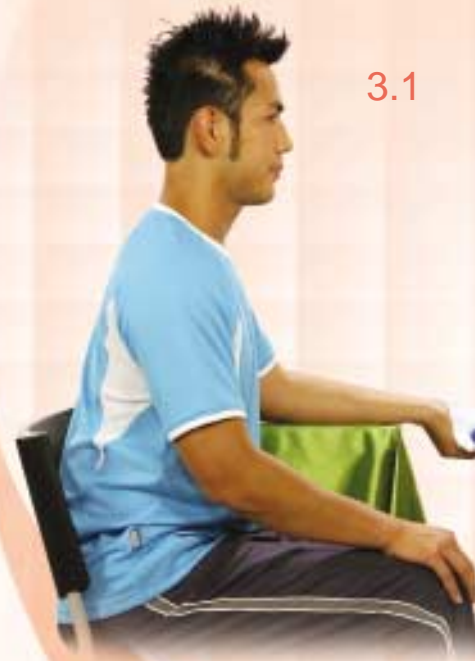
- 1 Stand with feet apart. Hold an object of an appropriate weight with right hand. Right arm relaxes and keeps close to body.
- 2 Bend the forearm upwards 10 times.
- 3 Repeat this exercise with left hand 10 times.

UPPER LIMB EXERCISES

- 1 Rest forearm on a table with palm facing upward.
- 2 Hold an object of an appropriate weight in the hand. Let the hand drop naturally.
- 3 Lift the object up slowly until the wrist is up at horizontal level.
- 4 Repeat this exercise 10 times.
- 5 Repeat this exercise with the other hand 10 times.



3.1



3.2



UPPER LIMB EXERCISES

4.1



4.2



- 1 Rest forearm on a table with palm facing downward.
- 2 Hold an object of an appropriate weight in the hand. Let the hand drop naturally.
- 3 Lift the object up slowly until wrist is up at horizontal level.
- 4 Repeat this exercise 10 times.
- 5 Repeat this exercise with the other hand 10 times.

BACK EXERCISES

- 1 Lie on back with knees bent. Pull right knee with both hands to your chest. Hold for 5 seconds, and then relax.
- 2 Repeat on the left side. Hold for 5 seconds and then relax.
- 3 Repeat the exercise 5 times.



1.1



1.2



BACK EXERCISES

2.1



2.2



- 1 Lie on back with knees bent.
- 2 Raise hips. Hold for 5 seconds. Return to starting position.
- 3 Repeat this exercise 5 times.

BACK EXERCISES

- 1 Lie on back with knees bent.
- 2 Sway both knees from side to side 5 times.



3.1



3.2



BACK EXERCISES

4.1



4.2



- 1 Lie face down. Place hands next to shoulders.
- 2 Push the upper body up with forearms resting on the floor. Hold for 5 seconds. Return to starting position.
- 3 Repeat this exercise 5 times.

BACK EXERCISES

- 1 Support the body on both hands and knees.
- 2 Hunch up the back by contracting the belly muscles. Hold for 5 seconds, and then relax. Return to starting position.
- 3 Repeat this exercise 5 times.



5.1



5.2



BACK EXERCISES

6.1



6.2



- 1 Support the body on both hands and knees. Keep upper limbs and thighs perpendicular to the floor.
- 2 Raise right hand until it is at the horizontal level. Hold for 5 seconds. Relax and return to starting position. (Be sure to keep the neck at the horizontal level)
- 3 Repeat the same movement on left hand. Hold for 5 seconds and then relax.
- 4 Repeat this exercise 5 times.

BACK EXERCISES

- 1 Support the body on both hands and knees. Keep upper limbs and thighs perpendicular to the floor.
- 2 Raise right leg until it is at the horizontal level and keep knee straight. Hold for 5 seconds. Relax and return to starting position. (Be sure to keep the neck at the horizontal level)
- 3 Repeat the same movement on left leg. Hold for 5 seconds and then relax.
- 4 Repeat this exercise 5 times.



7.1



7.2



BACK EXERCISES

8.1



8.2



- 1 Lie on the left side. Bend left leg to maintain balance and keep the back straight.
- 2 Lift up right leg slowly for not exceeding 30 centimetres from the floor. Keep knee straight. Hold for 5 seconds. Return to starting position.
- 3 Repeat this exercise 5 times.
- 4 Turn to right. Repeat this exercise 5 times.

LOWER LIMB EXERCISES

- 1 Stand 30 centimetres away from the wall and with back leaning on it.
- 2 Body slides down slowly. Be sure to bend knees less than 90 degrees. Hold for 5 seconds. Straighten the legs slowly.
- 3 Repeat this exercise 5 times.



1.1



1.2



LOWER LIMB EXERCISES

2.1



2.2



exercise 2

- 1 Hold onto a stable object. Use right hand to pull left leg towards the buttock. Hold for 5 seconds.
- 2 Repeat the same movement with right leg and left hand. Hold for 5 seconds.
- 3 Repeat this exercise 5 times.

LOWER LIMB EXERCISES



exercise 3

3.1

- 1 Sit on a stable object with left foot resting on the floor and right leg extend on the object.
- 2 Lean the body slowly forwards until you feel a stretch at the back of the right leg. Hold for 5 seconds and relax.
- 3 Repeat this exercise 5 times.
- 4 Repeat this exercise on left side 5 times.



3.2



LOWER LIMB EXERCISES

4.1



- 1 Sit on a chair with one foot stepping on a towel placed on the floor.
- 2 With your toes flat, grasp the towel with the sole and then relax. Repeat the exercise 10 times.
- 3 Repeat 10 times with the other foot.

4.2



Regular exercise not only helps you to prevent musculoskeletal problem, but also keeps you in good shape and raises productivity.

Conclusion

With the advance in information technology, people are now doing less physical activities. We should make 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 DVD on "More Exercise Smart Work (II)" developed separately by the Labour Department, which included a set of chair 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 Labour Department's Occupational Safety and Health Branch through:

Telephone : 2852 4041

Fax : 2581 2049

E-mail : enquiry@labour.gov.hk

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>.

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.



