

More Exercise Smart Work



Occupational Safety and Health Branch
Labour Department

This booklet can be issued free of charge and can be obtained from offices of the Occupational Health Service of the Labour Department. It can also be downloaded from the Labour Department's website at (www.labour.gov.hk). For enquiries about the addresses and telephone numbers of the offices, please visit the Labour Department's website or call 2852 4041.



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Numbers of the Offices

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Acknowledgement

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Introduction

Busy work with forceful exertions, frequent and repetitive work tasks, together with inadequate rest and exercise are common causes of muscle fatigue, resulting in soreness in neck, back and limbs, which may affect work efficiency. 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 Exercise

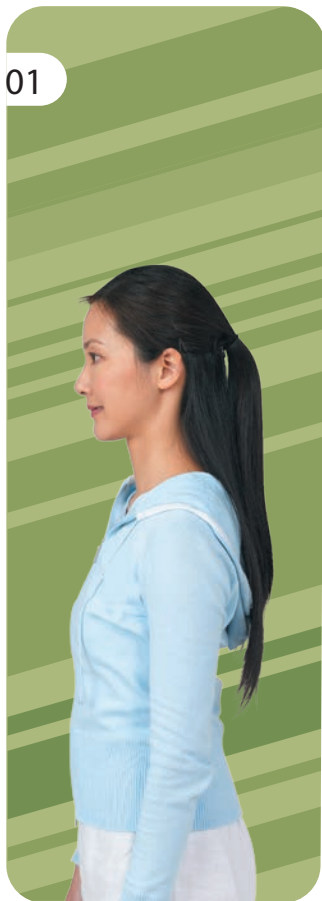


When you perform stretching exercises

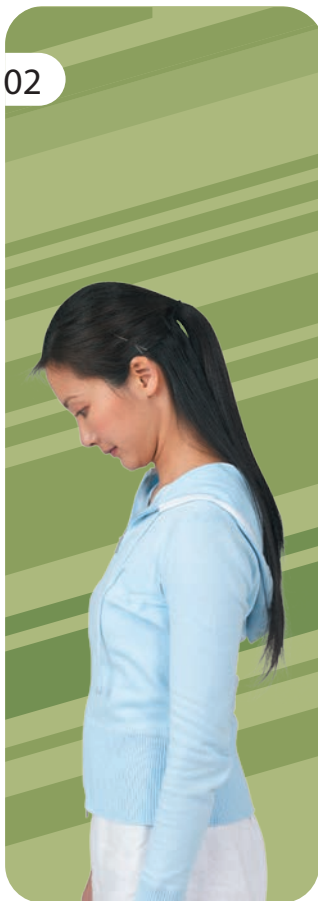


Neck Exercises

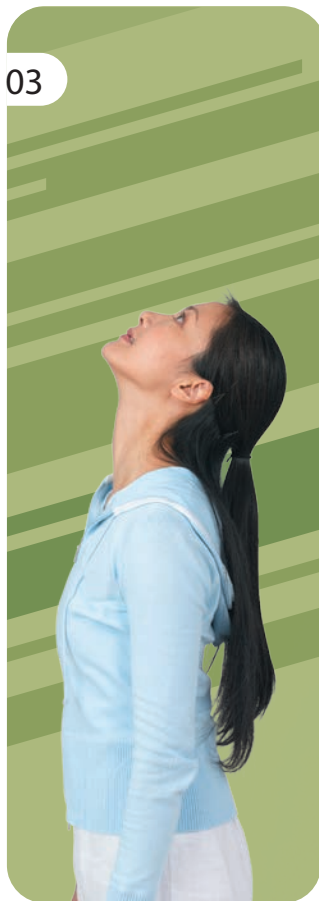
01



02



03



Exercise 1

01 Gaze forward

02 Tilt head downwards and hold for 5 seconds. Return to starting position

03 Slowly tilt head backwards as far as possible. Hold for 5 seconds, and then return to starting position

* Repeat this exercise 5 times

01



02



Exercise 2

01 Relax shoulders and lean head to the left

02 Gently use the left hand to pull your head to the left. Hold for 5 seconds, and then relax

***** Repeat the movements on the right side

Repeat this exercise 5 times

Neck Exercises

01



02



03



Exercise 3

01 Gaze forward

02 Turn head to the right. Hold for 5 seconds. Return to starting position

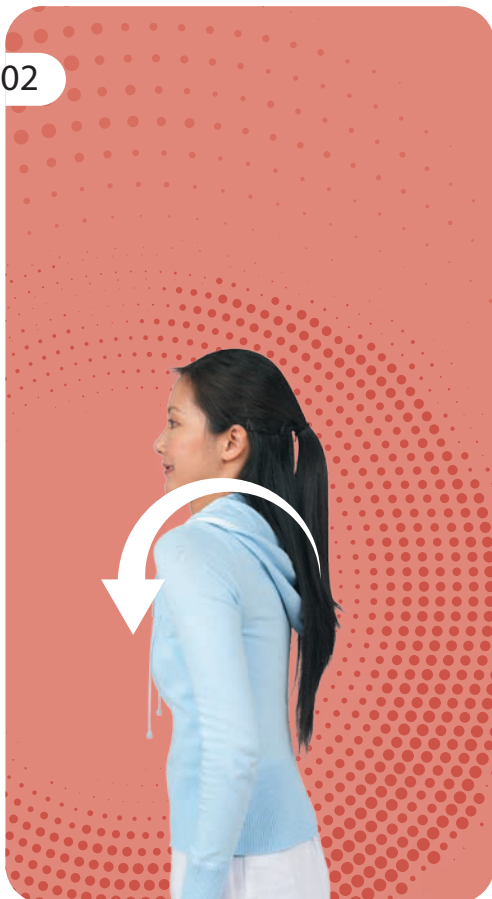
03 Repeat on the left side

* Repeat this exercise 5 times

01



02



Exercise 1

01 Roll shoulders backwards 10 times

02 Roll shoulders forwards 10 times

Upper Back & Shoulder Exercises

01



02



03



Exercise 2

01 Raise arms from the side to shoulder level, and then bend elbows to 90 degrees

02 Stretch elbows backwards as far as possible. Breathe in and hold for 5 seconds. Be sure to keep the back straight

03 While breathing out, bring forearms together to the chest

***** Repeat this exercise 5 times

01



02



03



Exercise 3

01 Place left hand on right shoulder

02 Put right hand on left elbow

03 Use right hand to pull left elbow towards the right shoulder. Hold for 5 seconds, and then relax

* Repeat the same movements with the left hand

Repeat this exercise 5 times

Upper Back & Shoulder Exercises

01



02



Exercise 4

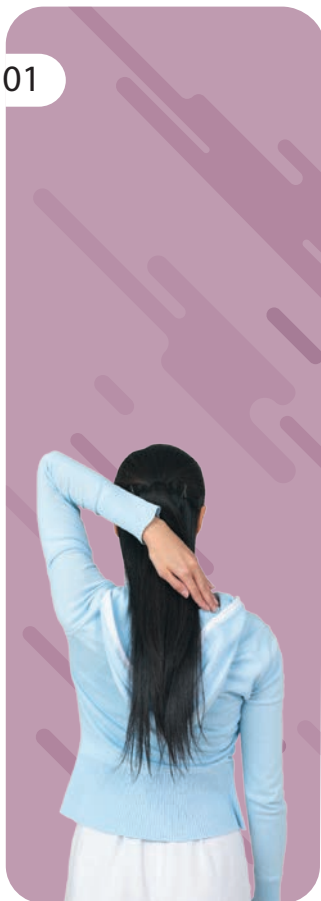
01 Raise arms from the side to shoulder level

02 Stretch arms upward and breathe deeply. Hold for 5 seconds
Relax, gently breathe out while lowering arms slowly to the side

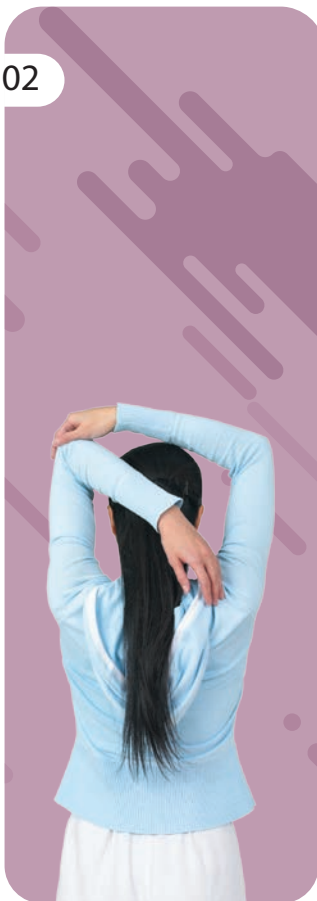
***** Repeat this exercise 10 times

Upper Limb Exercises

01



02



03



Exercise 1

01 Bend left arm behind the head

02 Put right hand on left elbow

03 Gently use right hand to pull left elbow to the right. Hold for 5 seconds, and then relax

* Repeat with right arm

Repeat this exercise 5 times

Upper Limb Exercises

01



02



03



Exercise 2

01 Spread out and stretch fingers as much as possible for 5 to 10 seconds

02 Slowly relax hands

03 Clench fists tightly for 5 to 10 seconds, and then relax

***** Repeat this exercise 10 times

01



02



03



Exercise 3

- 01 Hold out right arm, wrist up, with the back of the hand facing you
- 02 Gently use left hand to pull right hand backwards. Hold for 5 seconds, and then relax

- 03 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

- * Repeat on the opposite side
- Repeat this exercise 5 times

Upper Limb Exercises

01



02



Exercise 4

01 Finger tips of both hands face each other

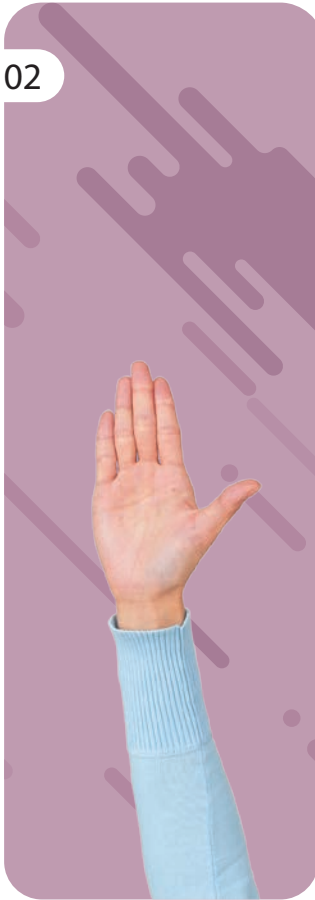
02 Stretch the webs between thumbs and index fingers by pressing fingers against each other as close as possible. Hold for 5 seconds, and then relax

***** Repeat this exercise 5 times

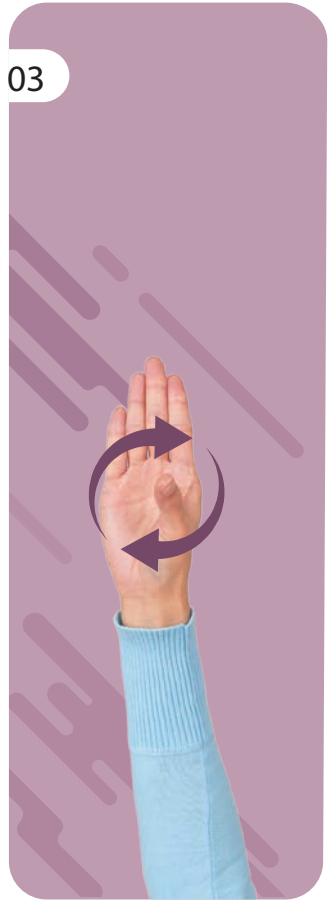
01



02



03



Exercise 5

01 Rotate thumb in one direction 10 times

02 Relax the thumb

03 Rotate thumb in opposite direction 10 times

***** Repeat this exercise on the other side

Back Exercises

01



02



Exercise 1

- 01 Stand with feet apart at shoulder-width. Place hands on lower back
- 02 Slowly bend upper body backwards. Hold for 5 seconds, and then return to starting position

* Repeat this exercise 5 times

01



02



Exercise 2

- 01 Stand with feet apart at shoulder-width. Raise right arm and place left hand at waist
- 02 Bend your body to the left. Hold for 5 seconds. Return to starting position

* Repeat on the other side

Repeat this exercise 5 times

Back Exercises

01



02



Exercise 3

01 Stand 30 centimeters (about 1 foot) away from the wall, with back facing it

02 Slowly turn upper body towards the left until both hands touch the wall. Hold for 5 seconds, and then return to starting position

***** Repeat on the other side

Repeat this exercise 5 times

Back Exercises

01



02



03



Exercise 4

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

02 Slowly bend your body forwards

03 Try to touch the tip of the toes with your fingertips. Hold for 5 seconds. Return to starting position

***** Repeat this exercise 5 times

Lower Limb Exercises

01



02



Exercise 1

01 Stand with feet apart at shoulder-width. Left foot steps forward, place your hands on the wall

02 Lean forward. Bend your left leg and stretch right leg behind without moving the heels. Hold for 10 seconds

***** Repeat the movements with the other leg

Repeat this exercise 5 times

Lower Limb Exercises

01



Exercise 2

01 Sit upright with feet on the floor. Lift right leg at the horizontal level. Move right foot up and down 5 times

***** Repeat 5 times with left leg

Lower Limb Exercises

01



02



Exercise 3

01 Sit upright. Raise one leg. Rotate foot anti-clockwise 10 times

02 Rotate foot clockwise 10 times

***** Repeat 10 times with the other leg

Lower Limb Exercises

01



02



Exercise 4

01 Hold onto a stable object with both hands

02 Lift heels off the ground. Hold for 5 seconds, and then return to standing position

***** Repeat this exercise 20 times

Conclusion

Simple stretching exercises relieve muscle soreness that caused by prolonged and repetitive work tasks and increase flexibility of joints. Employees should make the best use of their time like before work, rest time and lunch time to do more exercise to enhance physical health and improve work efficiency. Remember, “More Exercise Smart Work”.

We have introduced a number of relatively simple stretching 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” and “More Exercise Smart Work (II)” developed separately by the Labour Department, which included a set of aerobic exercises and chair exercises respectively in addition to those covered by this booklet. Please visit our website (www.labour.gov.hk) if you are interested.



Enquiries

If you wish to enquire about this booklet or other occupational safety and health (OSH) matters, please contact the Occupational Safety and Health Branch of the Labour Department:

Tel.: 2852 4041 or 2559 2297

(auto-recording service available outside office hours)

Fax: 2581 2049

Email: enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation is also available on our website at www.labour.gov.hk.

For details on the services offered by the Occupational Safety and Health Council, please call 2739 9000 or browse the website at www.oshc.org.hk.



Labour Department
Website

Occupational Health Clinics Of the Labour Department

Any workers who suspected to have contracted occupational diseases, work injuries or work-related illnesses, can call or visit the Occupational Health Clinics for appointment booking. Doctor's referral is not required.

Kwun Tong Occupational Health Clinic Tel.: 2343 7133

Fanling Occupational Health Clinic Tel.: 3543 5701



Occupational Health
Clinics

Complaints

If you have any complaint about unsafe operations or environments at workplaces, please call the Labour Department's OSH complaint hotline at 2542 2172 or fill in and submit an online OSH complaint form on our website. All complaints will be treated in the strictest confidence.



Online OSH
Complaint Form

