3. Maintain a healthy lifestyle

- Adequate sleep
- Balanced diet
- Suitable exercise

Regular exercises can enhance the muscle strength and flexibility. The following examples are listed for reference:

**Stretching exercises**
1. Roll shoulders forwards 10 times.
2. Roll shoulders backwards 10 times.

**Strengthening exercise**
1. Lie on back with knees bent.
2. Raise both hips and hold for 5 seconds. Return to starting position.
3. Repeat this exercise 5 times.

**Good posture**
- Keep a proper sitting and standing posture which not only relieves the muscles and keeps them in a balanced position but also minimises the stress in the backbone.
- Avoid keeping a posture for prolonged periods and change working postures periodically.

**Manual handling operations**
- Make use of assistive aids or devices to decrease manual lifting.
- Adopt a correct posture and use correct techniques in manual lifting.
- Use team lifting for bulky and heavy objects.
- Use chairs and working desks that match with the nature of work and the body build of workers.

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

- Telephone: 2852 4041
- Fax: 2581 2049
- E-mail: enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation can also be found on our website 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. All complaints will be treated in the strictest confidence.
Lifting heavy loads with sudden and drastic movements or with improper lifting techniques may sprain or tear the muscles and ligaments, and even displace an intervertebral disc towards the spinal canal, thus compressing the spinal cord or spinal nerves and causing pain or numbness or even paralysis in severe cases.

2. Poor manual handling techniques

Lifting heavy loads with sudden and drastic movements or with improper lifting techniques may sprain or tear the muscles and ligaments, and even displace an intervertebral disc towards the spinal canal, thus compressing the spinal cord or spinal nerves and causing pain or numbness or even paralysis in severe cases.

3. Traumatic injuries

Slip and fall on wet floors or being hit by heavy objects may result in bone fracture or serious damages to the surrounding tissues.