



### Enquiries

If you wish to enquire about this leaflet or require advice on occupational safety and health matters, please contact the Occupational Safety and Health Branch of the Labour Department through:

Telephone : 2559 2297  
(auto-recording service available outside office hours)

Fax : 2915 1410

E-mail : 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 <http://www.labour.gov.hk>.

For details on the services offered by the Occupational Safety and Health Council, please call 2739 9000.

### Complaints

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

## An Employee's Guide to Work Involving Repetitive Movements or Manual Work



## Do you engage in the following kinds of work?



- processing
- cleaning
- packaging
- keyboarding
- sorting
- hand-tool operating
- machine operating



Work that probably involves prolonged repetitive movements or much physical exertion will increase vulnerability to injuries. Most of the strain injuries so caused are not the result of a one-off event or a single accident, but have developed gradually over time.

## Why is work involving repetitive movements or manual work more likely to cause strain injuries?

This is mainly due to:

- ▼ improper posture caused by the too low or too high work surface
- ▼ body frequently bending or twisting to one side or overstretching
- ▼ persisting with a particular posture, e.g. prolonged sitting or standing
- ▼ maintaining a fixed posture without support, e.g. sitting without back support
- ▼ using poorly designed tools
- ▼ moving, pressing or grasping an object or a tool forcefully
- ▼ repeatedly using the same group of muscles to perform a particular task



## How to alleviate strain injuries?

The hazards can be controlled by taking appropriate steps. For example, you can:

- ▲ arrange your work appropriately to avoid prolonged repetitive movements, or alternate between repetitive and non-repetitive tasks
- ▲ change workplace layout for easy reach of frequently used tools
- ▲ adjust the level of working position to fit body height and build
- ▲ use ergonomically designed hand tools or equipment
- ▲ maintain equipment in good condition
- ▲ try to do more relaxing and stretching exercises, and receive training to learn and follow the safest and healthiest way in performing every task so as to ensure proper posture and comfort at work



## What must you do?

Under the Occupational Safety and Health Ordinance, employees have an obligation to comply with their general duty requirements at the workplace. Employees should, where reasonably practicable:

- discuss with the employer the problems observed or encountered at work involving repetitive movements, manual work or improper posture
- co-operate with the employer and make suggestions to enhance efficiency and comfort at work
- take part in training provided by the employer to learn how to work safely
- put into practice the knowledge and skills for work safety acquired from training
- use mechanical aids or devices provided by the employer
- make the best use of rest breaks for recess

