

More Exercise Smart Work



This booklet is published by the
Occupational Safety and Health Branch
Labour Department

This edition June 2004

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/oh/OHB85b.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.

Contents

1. INTRODUCTION	1
2. NECK EXERCISES	2
3. UPPER BACK AND SHOULDER EXERCISES	6
4. UPPER LIMB EXERCISES	12
5. BACK EXERCISES	17
6. LOWER LIMB EXERCISES	24
7. CONCLUSION	29
8. ENQUIRIES	30

More Exercise Smart Work

INTRODUCTION

Hectic life and busy work are common causes of muscle fatigue, resulting in soreness in neck, shoulders, back and limbs. Prolonged disregard of these symptoms may result in overuse injuries. Regular exercise can keep you in good shape and improve your productivity.

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

Exercises can increase blood circulation and enhance body function, as well as promote psychological well-being and increase confidence.

- Stretching exercises can increase flexibility of joints and reduce chance of injury, and reduce mental stress and lift your spirits.
- Strengthening exercises can strengthen your muscles and reduce muscle fatigue, as well as consume calories and maintain ideal body weight.

When you perform stretching and strengthening exercises, please note the following:

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 close-fitting 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 related to the 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.

Stretching Exercise 1

- 1 Eyes looking forward.
- 2 Move your chin in slowly. Hold for 5 seconds and then relax.
- 3 Repeat the above movements 5 times.

Stretching Exercise 2

- 1 Bend your neck forward and hold for 5 seconds.



- 2 Return to resting posture.



- 3 Tilt your head as far backward as possible slowly. Hold for 5 seconds, and then return to resting posture.

- 4 Repeat this set of movements 5 times.

**Stretching Exercise 3**

- 1 Shoulders relaxed. Tilt your head to the left and then gently pull the head to the left with your left hand. Hold for 5 seconds and then relax.
- 2 Tilt your head to the right and repeat the movements.
- 3 Repeat this set of movements 5 times.

Stretching Exercise 4

- 1 Eyes looking forward. Turn your head to the left. Hold for 5 seconds.



- 2 Return to the starting posture.



- 3 Repeat on the right side.
- 4 Repeat this set of movements 5 times.

**Strengthening Exercise 1**

- 1 Eyes looking forward. Gently put one of your hands on your forehead, and push your head backward slowly. Tighten up your neck muscles at the same time to keep your neck straight. Hold for 5 seconds and then relax.
- 2 Repeat the above movements 5 times.

**Strengthening Exercise 2**

- 1 Put your right hand on the right side of your head. Push your head to the left slowly, and at the same time, press the head towards right to keep your neck straight. Hold for 5 seconds and then relax.
- 2 Repeat the movements using the left hand.
- 3 Repeat this set of movements 5 times.

**Strengthening Exercise 3**

- 1 Put your hands at the back of your head. Push your head forward slowly, and at the same time, press the head backward to keep the neck straight. Hold for 5 seconds and then relax.
- 2 Repeat the above movements 5 times.



Stretching Exercise 1



- 1 Roll your shoulders backward 10 times.



- 2 Roll your shoulders forward 10 times.

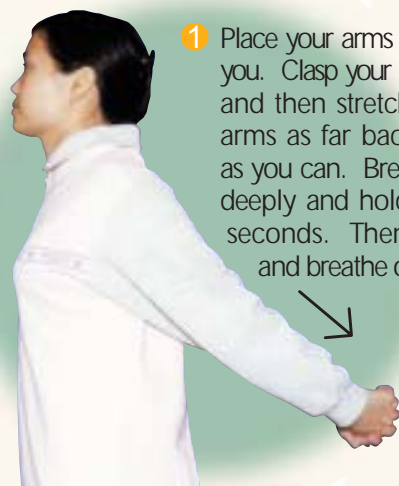
Stretching Exercise 2

- 1 Clasp your hands and raise both arms. Breathe in deeply and hold for 5 seconds. Then relax and breathe out.
- 2 Repeat the above movements 5 times.



Stretching Exercise 3

- 1 Place your arms behind you. Clasp your hands, and then stretch both arms as far backward as you can. Breathe in deeply and hold for 5 seconds. Then relax and breathe out.
- 2 Repeat the above movements 5 times.



Stretching Exercise 4

- 1 Raise your arms sideways to shoulder level and bend your elbows to 90 degrees.



- 2 Stretch your elbows as far backward as you can. Breathe in deeply and hold for 5 seconds. Keep your back straight, avoid tilting backward excessively.

- 3 While breathing out, keep both forearms tightly together in front of your chest.
- 4 Repeat this set of movements 5 times.



Stretching Exercise 5

- 1 Raise your left arm sideways to the shoulder level and bend your elbow to 90 degrees.

- 2 Pull your left elbow across the chest with your right hand. Hold for 5 seconds and then relax.
- 3 Repeat the movements by pulling your right elbow with your left hand.
- 4 Repeat this set of movements 5 times.



Stretching Exercises 6 to 8 are suitable for people suffering from frozen shoulder

Stretching Exercise 6

- 1 Lean your body forward and hold onto a stable piece of furniture with your unaffected arm. Hang your affected arm freely and perform rotary movements 10 times.
- 2 Repeat the above movements in opposite direction 10 times.

Stretching Exercise 7

- 1 Stand at a distance of 30 centimetres (about 1 foot) from the wall with the hand of the affected arm on the wall.
- 2 Move your hand upward. At the same time lean your body onto the wall gradually until you feel a stretch in your shoulder or armpit. Hold for 10 seconds and then return to the starting posture.
- 3 Repeat the above movements 10 times.

Stretching Exercise 8

- 1 Grasp one end of a bath towel with the unaffected hand. Place the towel behind your back. Lower your affected arm to grasp the other end of the towel.



- 2 Use the unaffected hand to pull the towel up gradually to elevate the affected arm until you feel a stretch in the shoulder of the affected arm. Then return to the starting posture.
- 3 Repeat the above movements 10 times.

Strengthening Exercise

- 1 Stand with both hands holding an object of an appropriate weight. Raise both arms to the shoulder level.



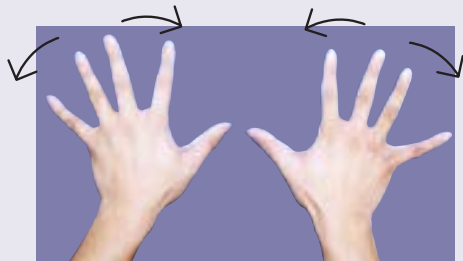
- 2 Lower your arms slowly.



- 3 Repeat the above movements 15 times.

Stretching Exercise 1

- 1 Put the right hand behind your head. Use the left hand to pull the right elbow gently to the left. Hold for 5 seconds and then relax.
- 2 Perform the movements on the other side.
- 3 Repeat this set of movements 5 times.

**Stretching Exercise 2**

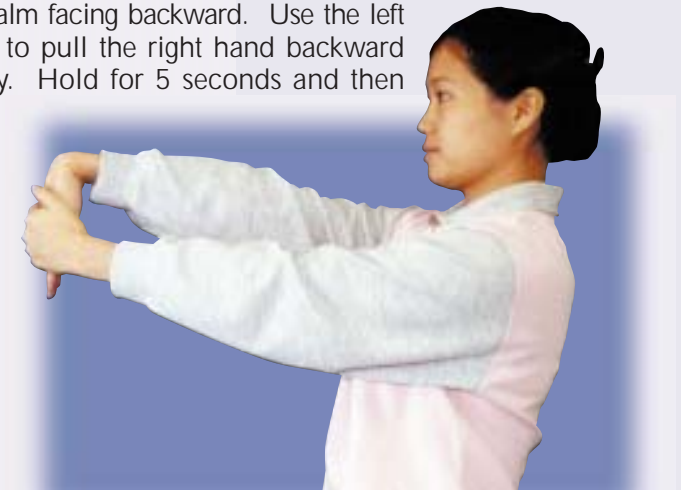
- 1 Spread out and straighten your fingers as much as you can for 5-10 seconds.
- 2 Relax your hands slowly.
- 3 Clench your fists tightly for 5-10 seconds.
- 4 Repeat this set of movements 10 times.

**Stretching Exercise 3**

- 1 Hold out the right arm with the palm facing forward. Use the left hand to pull the right hand backward gently. Hold for 5 seconds and then relax.



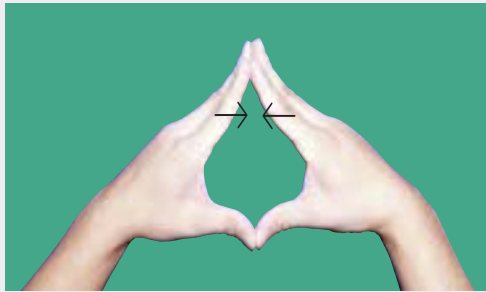
- 2 Keep the right arm extended but with the palm facing backward. Use the left hand to pull the right hand backward gently. Hold for 5 seconds and then relax.



- 3 Repeat the movements using left arm and right hand.
- 4 Repeat this set of movements 5 times.

Stretching Exercise 4

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

**Stretching Exercise 5**

- ① Rotate your thumb in one direction 10 times, then in the opposite direction 10 times.
- ② Repeat the above set of movements 10 times with the other thumb.

Strengthening Exercise 1

- ① Stand upright with your feet apart. Keep your right arm straight beside your body and hold an object of an appropriate weight.



- ② Lift up and then lower the object repeatedly 15 times.
- ③ Perform similar movements on the left side 15 times.



Strengthening Exercise 2

- 1 Rest your forearm on a table with the palm facing upward. Hold an object (such as a can of drink) in your hand.
- 2 Let your hand drop naturally.
- 3 Lift the object up slowly until your wrist reaches the horizontal level.
- 4 Repeat the above movements 30 times.
- 5 Perform similar movements with the other hand 30 times.

Strengthening Exercise 3

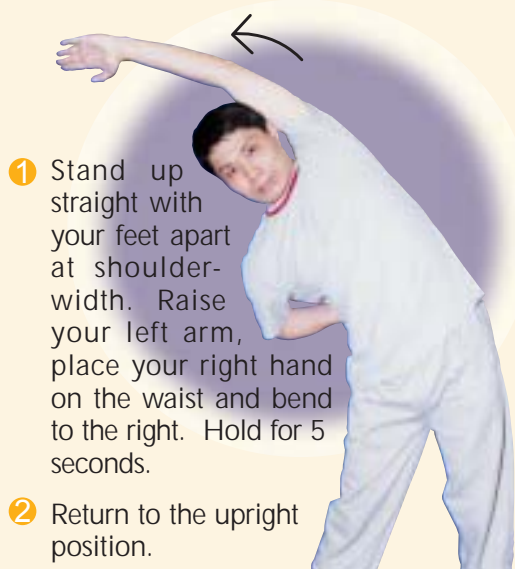
- 1 Rest your forearm on a table with the palm facing downward. Hold an object (such as a can of drink) in your hand.
- 2 Let your hand drop naturally.
- 3 Lift the object up slowly until your wrist reaches the horizontal level.
- 4 Repeat the above movements 30 times.
- 5 Perform similar movements with the other hand 30 times.

Stretching Exercise 1



- 1 Stand up straight with your feet apart at shoulder-width. Place your hands on your lower back.
- 2 Slowly tilt your upper body backward and hold for 5 seconds. Then return to the starting posture.
- 3 Repeat the above movements 5 times.

Stretching Exercise 2



- ① Stand up straight with your feet apart at shoulder-width. Raise your left arm, place your right hand on the waist and bend to the right. Hold for 5 seconds.
- ② Return to the upright position.
- ③ Perform similar movements on the other side.
- ④ Repeat this set of movements 5 times.

Stretching Exercise 3

- ① Stand 30 centimetres (about 1 foot) away from a wall with your back facing it. Slowly turn your upper body towards the right until both of your hands touch the wall. Hold for 5 seconds. Then return to the starting posture.
- ② Perform similar movements on the other side.
- ③ Repeat this set of movements 5 times.



Stretching Exercise 4

- ① Lie on your back with knees bent. Bring your right knee towards your chest with your hands. Hold for 5 seconds and then relax.



- ② Perform similar movements with the left leg.
- ③ Repeat this set of movements 5 times.

Stretching Exercise 5

- ① Lie on your back with knees bent.



- ② Swing the knees to the left side, then to the right side. Repeat the movements 5 times.



Stretching Exercise 6

- 1 Lie facing the floor. Put your hands close to the shoulders.



- 2 Push your upper body up with the forearms resting on the floor and hold for 5 seconds. Then return to the starting posture.



- 3 Repeat the above movements 5 times.

Strengthening Exercise 1

- 1 Lie on your back with knees bent.



- 2 Raise your buttocks and hold for 5 seconds. Then return to the starting posture.



- 3 Repeat the above movements 5 times.

Strengthening Exercise 2

- 1 Lie on your back with knees bent.



- 2 Raise your upper back slowly and breath out. Try to touch your knees with your fingers. Then relax and return to the starting posture.



- 3 Repeat the above movements 5 times.

Strengthening Exercise 3

- 1 Support your body on both hands and knees.



- 2 Hunch up the back by contracting the belly muscles. Hold for 5 seconds. Then relax and return to the starting posture.



- 3 Repeat the above movements 5 times.

Strengthening Exercise 4

- 1 Support your body on both hands and knees. Raise the left hand and the right leg at the same time until they are at the horizontal level. Hold for 5 seconds, then return to the starting posture. Note that your neck should be kept at the horizontal level throughout.



- 2 Perform similar movements with the right hand and the left leg.

- 3 Repeat this set of movements 5 times.

Stretching Exercise 1

- 1 Stand up with your hands on the wall. Bend your left leg and extend your right leg backward with your toes pointing forward.



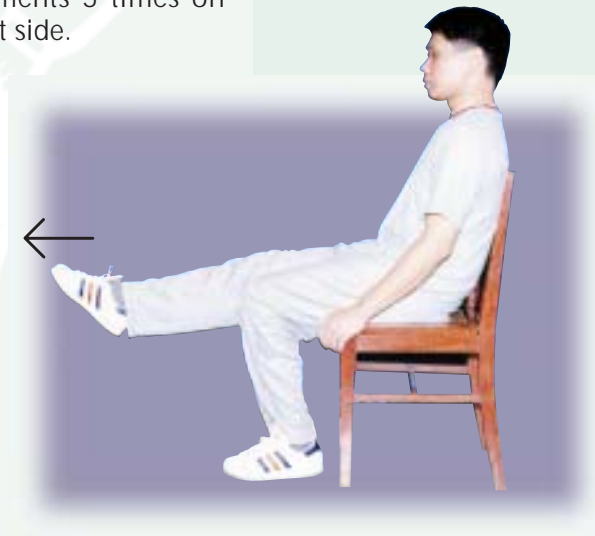
- 2 Lean your body forward. Stretch the calf of your right leg without raising your right heel. Hold for 10 seconds.
- 3 Perform similar movements with the other leg.
- 4 Repeat this set of movements 5 times.

Stretching Exercise 2

- 1 Hold onto a stable object with your right hand while standing. Use the left hand to pull the right leg towards your buttock. Hold for 5 seconds.
- 2 Perform similar movements with the right hand and the left leg.
- 3 Repeat this set of movements 5 times.

**Strengthening Exercise 1**

- 1 Sit properly with your feet on the floor. Straighten your right leg and keep it at the horizontal level. Move the right foot back and forth 5 times.
- 2 Repeat the above movements 5 times on the left side.



Strengthening Exercise 2

- 1 Raise one leg. Rotate your foot outward 10 times.



- 2 Then rotate your foot inward 10 times.



- 3 Repeat the above movements 10 times with the other leg.

Strengthening Exercise 3

- 1 Hold onto a stable object with both hands. Raise your heels off the ground. Hold for 5 seconds and then return to the standing posture.
- 2 Repeat this set of movements 20 times.

**Strengthening Exercise 4**

- 1 Stand 30 centimetres (about one foot) away from the wall and lean your back on it.



- 2 Slowly slide down your body. (Note that the knees should not be bent to less than 90 degrees). Then return to the starting posture slowly.
- 3 Repeat the above movements 5 times.



Strengthening Exercise 5

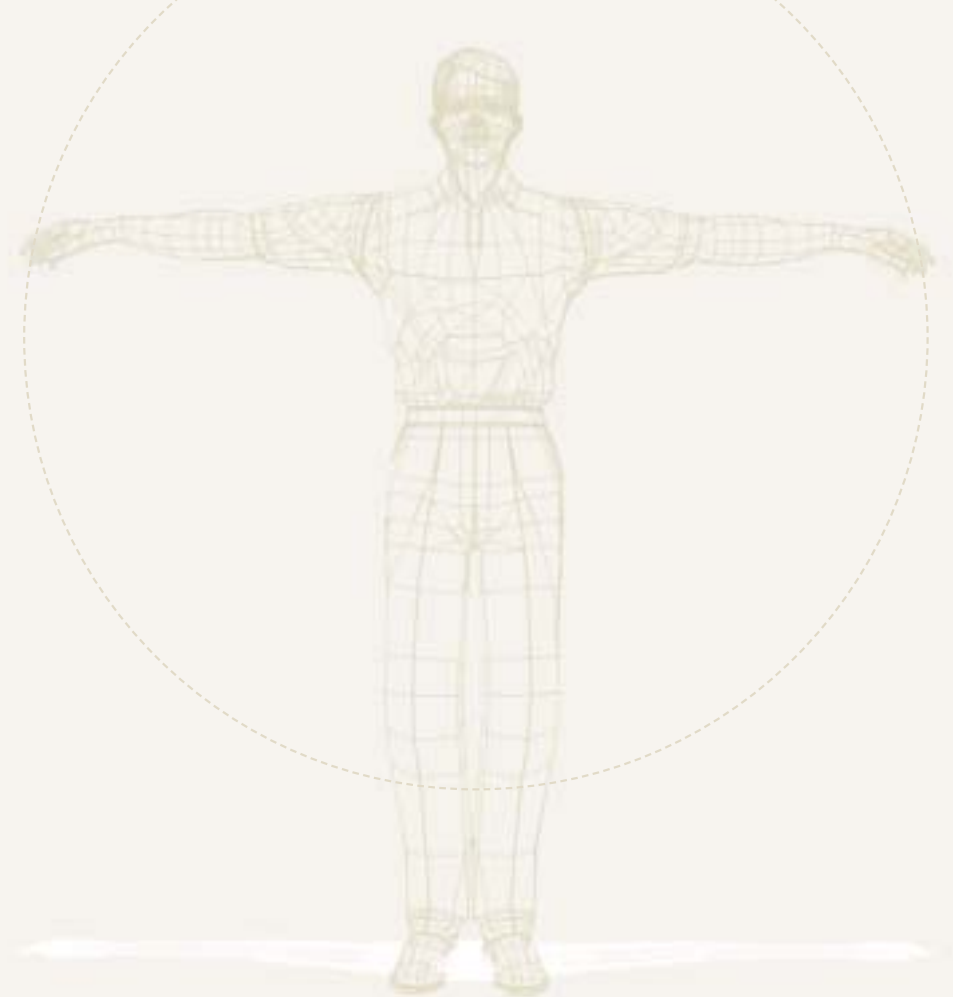
- 1 Sit on a chair. Put one of your feet on a towel placed on the floor.



- 2 With your toes flat, grasp the towel with the sole and then relax. Repeat this set of movements 20 times.
- 3 Perform similar movements with the other foot 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 some stretching and strengthening exercises to enhance our physical and mental health, and to improve our work efficiency. Remember, "More Exercise Smart Work".



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

E-mail : enquiry@labour.gov.hk

Further information on the services offered by the Labour Department and on labour legislation can 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.

