

# WARM UP & STRETCH FOR OUR WORKPLACE

ACC  
thinksafe

## ➔ Cage & Fish

## ➔ Ally McBeal

This resource contains important information for your workplace. Keep a copy handy.

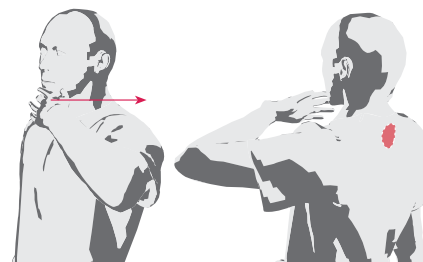
You can also go to [www.acc.co.nz/smarttips](http://www.acc.co.nz/smarttips) to customise sport specific information.

### DIAGONAL SIDE-BEND STRETCH



- › Stand or sit upright with chin tucked in
- › Turn head 45° to one side
- › Move head down as if looking under armpit
- › Rest hand on head for gentle pressure
- › Hold 3 seconds and repeat other side.

### CHIN RETRACTIONS



- › Stand or sit upright with chin tucked in
- › Put fingers on chin and guide it directly backwards (making double chins)
- › Do not push the chin down.

### FRONT OF FOREARM STRETCH

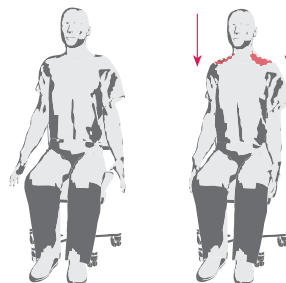


- › Hold arm straight out in front with wrist facing up
- › Bend wrist backwards as far as possible
- › Apply gentle stretch with opposite hand
- › Repeat other side.

## ➔ INSTRUCTIONS FOR EXERCISES

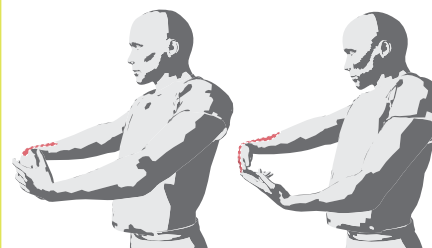
- › Stop every hour and do an exercise that makes your body move in the opposite direction to which you have been working
- › Try to do all the stretches at least once a day
- › Stretches should be done 2-3 times each side
- › Hold stretches for 10-15 seconds (unless indicated otherwise)
- › Breathe out slowly as you stretch
- › Make sure you feel the stretch only in the specified areas
- › Only hold stretches that feel good
- › Let go of stretches gently.

### SHOULDER PRESS DOWN



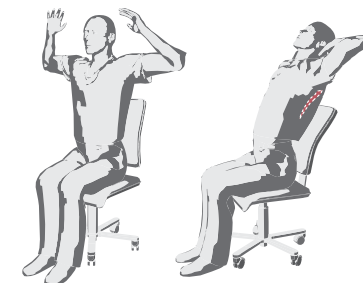
- › Let your arms relax to your side
- › Push your shoulders/arms down to the ground
- › Whilst pushing down slowly bring your shoulders forwards, and then backwards.

### BACK OF FOREARM STRETCH



- › Hold arm straight out in front with palm facing down
- › Bend wrist forwards as far as possible
- › Apply gentle stretch with opposite hand
- › Repeat other side.

### SEATED BACK EXTENSION

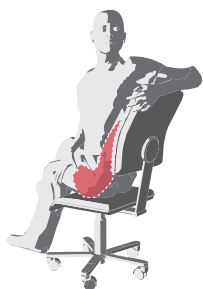


- › Keep chin tucked in
- › Interlace fingers behind head with elbows out to the side
- › Pull shoulder blades towards each other
- › Lean back over chair.

## ➔ WARM-UP/COOL DOWN

- › If your work is very strenuous, start work gently and build up (to allow a warm-up period)
- › If this is not possible, start with a few minutes of light aerobic activity to warm the body up before commencing work
- › If your work is very strenuous at the end of the work day, cool down with some light aerobic exercise and static stretches.

### SEATED TRUNK ROTATION



- › Cross left leg over right
- › Rest forearm or elbow on outside of left leg
- › Turn trunk as far round to the left as comfortably possible
- › Repeat other side.

### FRONT OF THIGH



- › Stand on one leg
- › Grasp your foot and pull it towards your buttocks
- › Keep your back straight and don't let your knee come out sideways.

### LONG CALF STRETCH



- › Place your hands on a wall
- › Put one leg behind, toes pointing forwards
- › Keep the rear knee straight and the heel flat on the ground
- › Lean into the wall.

# TIPS FOR OUR WORKPLACE



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## ➔ HYDRATION



- Dehydration can make you fatigued; affect your judgement, cause cramps, heat stress or heatstroke. Even low levels of dehydration can cause problems
- The amount of water you require will vary depending on the work undertaken, individual characteristics, temperature etc. But if you are doing strenuous work, you should have at least 500ml (around 3 glasses) per hour
- Even without strenuous work, a person requires around 1.5 to 2 litres of water per day
- Coffee/tea/fizzy-drinks do not count as water replacement. In fact, these drinks can make you lose water.

## ➔ MICROPAUSE / BREAKS

- Micropause for computer use - 5-10 seconds every 3-4 minutes, take hands off keyboard, hang arms by side (or exercise as per front of sheet) and focus eyes on distant object
- Micropause for repetitive tasks - 5-10 second break every 3-4 minutes. Brief pause in activity, and perform exercise (as per front of sheet)
- Take frequent breaks to prevent fatigue. Don't skip breaks to leave work early.

## ➔ PREVENT FATIGUE

- Healthy foods provide energy to function and sleep well. Eat 5 servings of fruit and vegetables daily
- Alcohol negatively influences quality of sleep, wait till days off to drink alcohol
- Caffeine is a stimulant and only good for short term use
- If you're tired, only sleep can improve your concentration
- Avoid caffeine for at least three hours before trying to sleep.

# SERIOUS HARM DEFINITION

- Any condition that amounts to or results in permanent loss of bodily function or temporary severe loss of bodily function
- Amputation of body part
- Burns requiring referral to specialist
- Loss of consciousness from lack of oxygen
- Loss of consciousness or acute illness from absorption, inhalation or ingestion of any substance
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

## ➔ WORKSTATION SET-UP

### SET-UP FOR AN ADJUSTABLE DESK

1. Adjust chair so feet comfortable on ground
2. Adjust desk height with keyboard placed directly in front so that arms are by side (or a little in front) and elbows at 90-120° with wrists flat
3. Adjust screen height (directly in front) so that when you look directly ahead you see the very top of the screen
4. If working from documents a holder should be used
5. Remember to change position regularly to prevent discomfort.

## ➔ SELF HELP FOR BACK PAIN

- Wear comfortable low heel shoes
- Use an upright or slightly reclined chair
- Mix time spent sitting with standing and walking
- Make sure your work surface is a comfortable height
- For sleeping use a firm mattress or try a pillow underneath your knees
- Seek advice and guidance from an appropriately qualified health professional regarding specifics of back-care e.g. a Physiotherapist.
- Having the correct mattress (ie. firmness) is an individual thing – people with broader shoulders and hips may need a less-than-firm mattress so that spinal contours are well supported, especially in a side lying position.

**THINGS TO AVOID:** Extended bed rest, limiting movement because it causes pain, worrying about pain, staying off work.

## ➔ HEALTH & SAFETY CONTACTS

H&S CONTACT NAME(S)	NUMBER(S)
Georgia - H&S Rep	x 4023
Building Maintenance	6 2943-7812

# FIRST AID

## USE R.I.C.E.D. (FIRST TWO DAYS)

- REST:** To limit further damage, avoid moving the injured part as much as possible.
- ICE:** Place ice in a damp towel on to the injured part for 20 minutes, every two hours for the first 48 hours.
- COMPRESSION:** Bandage between ice treatments.
- ELEVATION:** Keep the injured area raised as much as possible.
- DIAGNOSIS:** If the pain or swelling hasn't gone down significantly after 48 hours, seek professional medical help.

## AVOID H.A.R.M. (FIRST THREE DAYS)

- HEAT:** Avoid hot baths and showers, saunas, hot water bottles, heat packs and linaments.
- ALCOHOL:** Alcohol increases bleeding and swelling at the injury site and delays healing.
- RUNNING:** You should not exercise the injured part for 72 hours unless approved by a medical professional.
- MASSAGE:** Massaging an injury in the first 72 hours can slow down recovery.

# RED FLAGS

## SEEK MEDICAL ADVICE IF YOU HAVE:

- Severe, unremitting night-time pain
- Severe burning pain with associated pins and needles
- Significant loss of weight over a period of weeks to months
- Significant trauma (e.g. fall from a height, MVA, crush, etc.)
- Feeling systematically unwell — e.g. with fevers, night sweats, flu-like symptoms
- Obvious swelling or lump/s
- Redness — especially around joint/s
- Several different joints being affected at the same time
- Skin rash associated with joint pains
- Significant visible bruising in the affected area
- Paralysis or significant loss of function of the limb or part of the limb.