

WARM UP & STRETCH FOR OUR WORKPLACE

ACC
thinksafe

COMPANY NAME

Employee Name

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

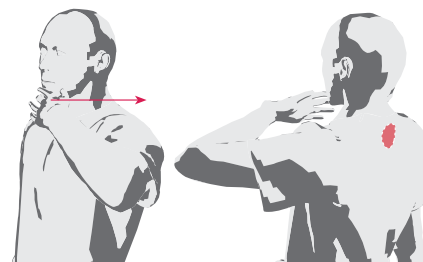
You can also go to www.acc.co.nz/smarttips to customise sport specific information.

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

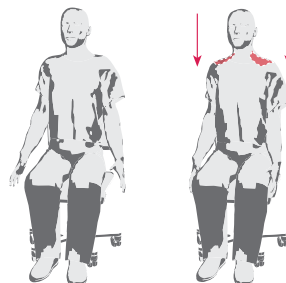


- › Hold arm straight out in front with wrist facing up
- › Bend wrist backwards as far as possible
- › Apply gentle stretch with opposite hand
- › Repeat other side.

INSTRUCTIONS FOR EXERCISES

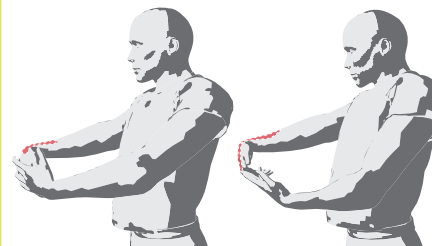
- › Stop every hour and do an exercise that makes your body move in the opposite direction to which you have been working
- › Try to do all the stretches at least once a day
- › Stretches should be done 2-3 times each side
- › Hold stretches for 10-15 seconds (unless indicated otherwise)
- › Breathe 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



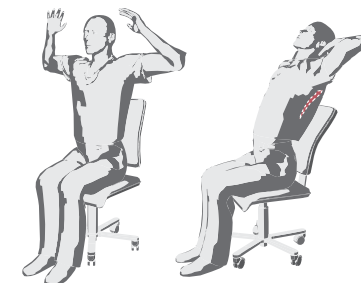
- › Let your arms relax to your side
- › Push your shoulders/arms down to the ground
- › Whilst pushing down slowly bring your shoulders forwards, and then backwards.

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

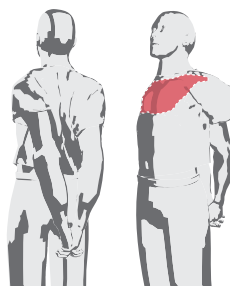


- › Keep chin tucked in
- › Interlace fingers behind head with elbows out to the side
- › Pull shoulder blades towards each other
- › Lean back over chair.

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.

CHEST STRETCH



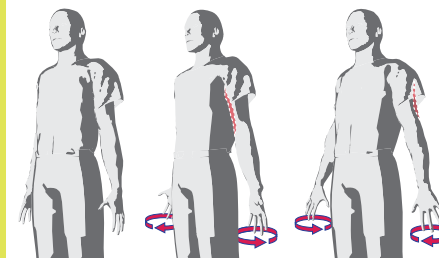
- › With straight arms, interlace fingers behind back
- › Turn elbows inward
- › Gently lift arms.

SHOULDER STRETCH



- › Stand or sit upright
- › Interlace fingers and turn palms upwards
- › Straighten arms and push upwards.

ARM TWIST



- › Relax arms down to side
- › Twist both arms inwards as far as possible for 3 seconds
- › Twist both arms outwards as far as possible for 3 seconds
- › Repeat 3 times.

TIPS FOR OUR WORKPLACE

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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.

WORKSTATION TIPS/HINTS

- › Adjust the screen down further if you are not a touch typist or you use the bottom of your glasses to see the screen
- › Try alternating the mouse (it may take a little getting used to in your non-dominant hand). It is easier to reach the mouse from the left of the keyboard due to the absence of the keypad:
 - a. Make sure your mouse is not dedicated for use in one hand
 - b. Change over the buttons (if required) in the 'control panel'
- › Try using a phone headset.

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.

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 A NON-ADJUSTABLE DESK

1. Place hands on keyboard (on asdf jkl; keys) on desk
2. Adjust chair so arms are by side (or a little in front) and elbows at 90-120° with wrists flat
3. If feet do not rest comfortably on ground, use a footrest
4. Adjust screen height (directly in front) so that when you look directly ahead you see the very top of the screen
5. If working from documents a holder should be used
6. Remember to change position regularly to prevent discomfort.

COPE EFFECTIVELY WITH STRESS

- › Find positive ways to deal with stress at work and home
- › Face up to the big issues, e.g. family/relationship, financial and health. Get professional help/counselling if you need it
- › Stay positive. Managing a stressful situation well can make you feel good
- › If your work is stressful, tell your boss
- › Healthy food, plenty of sleep and exercise are vital
- › Alcohol and tobacco reduce your ability to cope with stress
- › Allow yourself time to relax and recover from stress. Schedule fun times!

STAY FIT

- › 30 minutes exercise a day helps keep you well
- › Being healthy and physically flexible helps keep you safe at work
- › Keep moving. Use the steps not the lift. Park your car 10 minutes from work and walk. Cycle to work. Take a walk at lunch time
- › Start exercising with a friend
- › When you start exercising, start slowly. Gradually increase activity as you get used to it
- › Make your exercise as fun and playful as possible
- › Have regular health checks.

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.