

WARM UP & STRETCH FOR OUR WORKPLACE



Integ International



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.

NECK ROTATIONS



- › Tuck chin in, slowly turn head to look over shoulder.

CHIN TUCK



- › Sit tall.
- › Tuck chin in (keep eyes level and relax shoulders).

FRONT OF FOREARM STRETCH



- › Relax shoulders, elbow bent, bend wrist, keep palm facing up.
- › Hold hand and gently straighten elbow stretching fingers back and down.

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 SHRUGS



- › Raise shoulders up towards ears.
- › Push shoulders down, reaching fingers towards the floor.

BACK OF FOREARM STRETCH



- › Relax shoulders, drop arm to side with wrist bent.
- › Take arm back behind you keeping your arm straight.

BACK EXTENSION



- › Sit tall, clasp hands above head.
- › Stretch palms up to the ceiling and lean back into 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.

TIPS FOR OUR WORKPLACE



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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.

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.

EXERCISE

- › General flexibility and good health are important for injury prevention
- › Doing your job does not mean you are fit
- › Need to have regular exercise, part of it with increased heart rate
- › Nutrition, weight, smoking, fatigue are all issues that affect good health.

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:** Put ice in a damp towel and place on 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 liniments.
- 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, motor vehicle accident, 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.