

WARM UP & STRETCH FOR OUR WORKPLACE

SAFE
thinksafe

Acme Explosives

Wily Coyote

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.

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.

WARM-UP/COOL DOWN

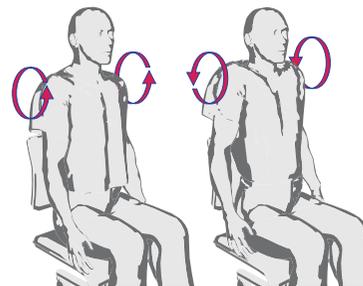
- › If your work is very strenuous, start work gently and build up (to allow a warm-up period)
- › If this is not possible, start with a few minutes of light aerobic activity to warm the body up before commencing work
- › If your work is very strenuous at the end of the work day, cool down with some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

HAMSTRING STRETCH



- › Place one foot on a raised surface
- › Keep this knee straight
- › Gently bend the supporting knee
- › Keep your back straight.

SHOULDER ROTATION



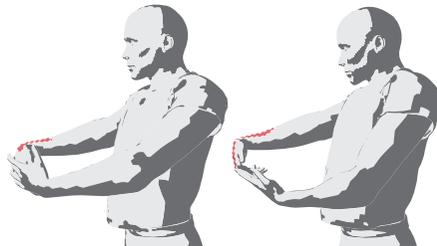
- › Stand or sit upright with arms relaxed by sides
- › Roll shoulders in large backwards circles
- › Repeat six times.

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.

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.

STANDING BACK EXTENSION



- › Place hands on top of buttocks
- › Lean backwards over your hands
- › Return slowly to upright after exercise.

SIDE BEND



- › Stand with feet apart
- › Clasp hands above head and push upwards
- › Lean gently to the side
- › Repeat other side.

BACK OF THIGH



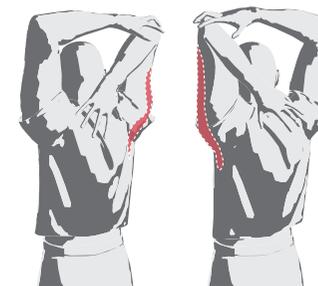
- › Stand on one leg
- › Grasp your knee and pull it towards your chest
- › Bend your other leg to increase stretch.

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.

UPPER ARM/TRICEPS STRETCH



- › Place hand on top of upper back
- › Hold elbow with opposite hand
- › Gently pull elbow behind head
- › Repeat other side.

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.

→ SIGNS OF FATIGUE

WATCH OUT FOR:

- › Yawning or statements of feeling drowsy
- › Impatience and slow reaction times
- › Sore or heavy eyes
- › Sweaty hands, hunger, thirst or cramp
- › Humming in the ears
- › Not remembering the last few tasks
- › Lapses in attention or reduction in performance.

→ 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.

→ 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.

→ GET A GREAT NIGHT'S SLEEP

- › Try to get 8 hours sleep per night. Sleep-debt stresses your body and mind
- › Find positive ways to deal with stress at work and home. Reducing stress helps you sleep better
- › Exercise during the day
- › Healthy foods provide energy to function and sleep well
- › Avoid caffeine for at least 3 hours before sleep
- › Alcohol reduces sleep quality. If you drink in the evening, do so in moderation
- › Wind down in the evening and relax for half an hour before bed
- › Make sure you have a very dark room and comfortable bed.

→ 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!

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.