



***Good practices to develop
physical activity programs at work***

Consortium:



UNIVERSIDADE DE COIMBRA



Authors

Research Center for Sport and Physical Activity, Faculty of Sport Sciences and Physical Education, University of Coimbra, Portugal.

Alain Massart

Maria João Campos

Luís Rama

Carlos Gonçalves

Ana Maria Teixeira

Faculty of Medicine, University of Coimbra, Portugal

Manuel Teixeira Veríssimo



CENTRO DE INVESTIGAÇÃO
DO DESPORTO
E DA ACTIVIDADE FÍSICA
UNIVERSIDADE DE COIMBRA

General guidelines

- ✓ Participants should be encouraged to accumulate as many times as possible in programs I and II along the day.
- ✓ The ideal is to accumulate a daily minimum of 20 minutes workout, 3-5 times per week.
- ✓ The list of exercises can be extended and the individual programs will be adapted periodically, using the feedbacks of the participants along the project.
- ✓ Depending on the time available, the participants can do the whole workout, or part of the workout.

Program

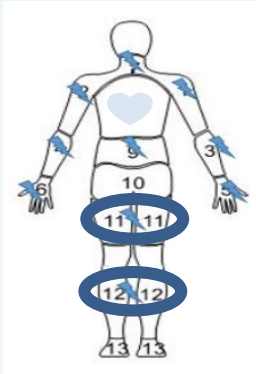
I - Individual workouts guidelines

- ✓ Exercises can be done separately to alleviate some discomfort along the workday
- ✓ It is possible to do the musculoskeletal exercises at one moment and the stretching exercises at other moment
- ✓ Exercise duration: 10-20 reps
 - Stage 1 (beginner level): 10 repetitions
 - Stage 2 (intermediate level): 15 repetitions
 - Stage 3 (advanced level): 20 repetitions
- ✓ Same workout for both sides (right and left)
- ✓ Maintaining the neutral spine and good posture
- ✓ There are 2 different programs: 1 for the office workers (group 1) and other for groups 2 and 3

GROUP 1 – OFFICE PARTICIPANTS

STRENGTHENING EXERCISES

Musculoskeletal disorders



Exercises

Description



- Hands on the table / or other support
- Straight body and neutral spine in inclined position
- Lift the knee up to the table height, alternatively



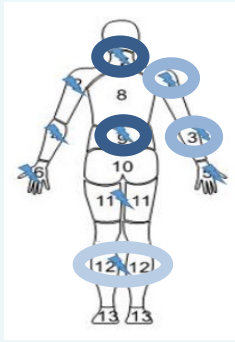
- Hands on the chair / or other support
- Straight body and neutral spine in vertical position
- Lift the calf and return



- Straight body and neutral spine in vertical position
- Lift the foot up to the chair / or other support, alternatively



- Straight body and neutral spine in vertical position
- Squat until touch the chair or other support maintaining the neutral spine



- Hands on the table / or other support
- Straight body and neutral spine in inclined position
- Approximate the scapulae



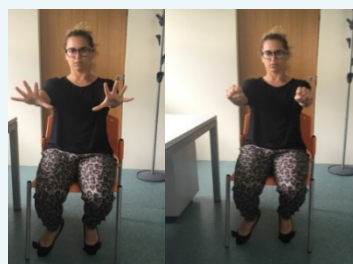
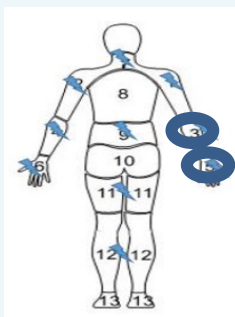
- One forearm on the table
- Straight body and neutral spine in lateral position
- Both sides, counting until 10, 15 or 20, depending on you level



- Straight body and neutral spine in vertical position
- Bend forward and lift one leg until having the body horizontal, and arms in cross maintaining the neutral spine
- 1 leg each time



- Hands on the table / or other support
- Straight body and neutral spine in inclined position
- Flex and extend the arms



- Sitting or standing position with neutral spine
- Cross the fingers between both hands and straight the arms with the back of the hand in the direction of the face



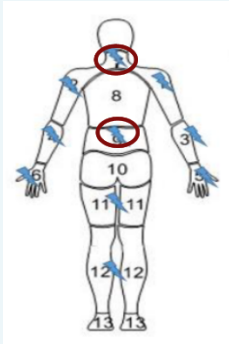
- Sitting or standing position with neutral spine
- Catch the forearm with one hand and rotate the wrist

STRETCHING EXERCISES

Musculoskeletal disorders

Exercises

Description



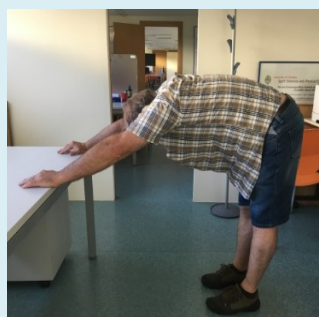
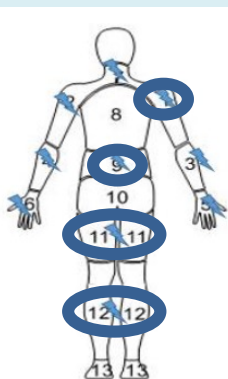
- Squat position press the wall with the whole back and shoulders
- The back side of the head presses the wall, pushing the neck backward



- Sitting position with neutral spine
- Slowly bend forward the trunk and falling down the head and arms



- Sitting position with neutral spine
- Slowly bend the trunk to the side and transfer the weight to the side
- Left and right



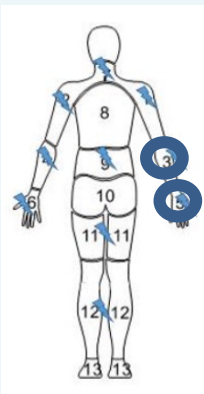
- Starting hands on the table / or other support with straight body
- Maintaining the neutral spine, bend the trunk until its parallel to the ground
- Legs stay in the vertical position and feet forward



- Hands on the chair / or other support
- Straight body and neutral spine in vertical position
- Bend one leg with the help of the hand of the same side, trying to reach the buttock with the heel



- Press one side of the body against the wall with one arm parallel to the ground
- The opposite arm pushes the wall in order to rotate the trunk



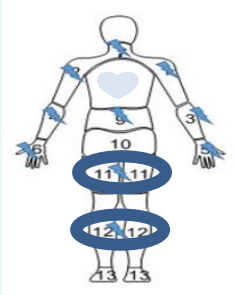

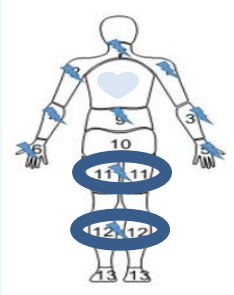

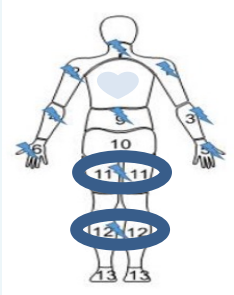

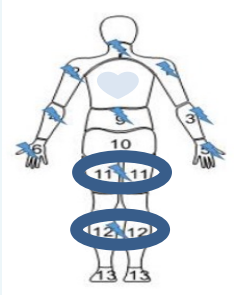
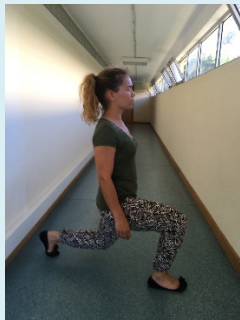
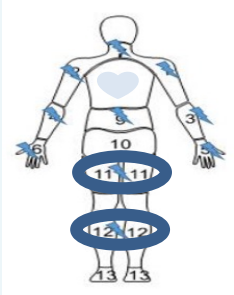

- Sitting or standing position with neutral spine
- Cross the arms and fingers between both hands and straight the arms
- Bend the arms until join the forearms in the chest



- Sitting or standing position with neutral spine
- Cross the fingers between both hands and straight the arms with the back of the hand in the direction of the face

OTHER PARTICIPANTS (Groups 2 and 3)

STRENGTHENING EXERCISES

Musculoskeletal disorders	Exercises	Description:
		<ul style="list-style-type: none"> - Hands on the wall or other support - Straight body and neutral spine in inclined position - Lift the knee up until 90°, alternatively
		<ul style="list-style-type: none"> - Hands on the wall or other support - Straight body and neutral spine in vertical position - Lift the calf and return
		<ul style="list-style-type: none"> - Straight body and neutral spine in vertical position - Hands on the table - Squat 90° maintaining the neutral spine - Straight body and neutral spine in vertical position
		<ul style="list-style-type: none"> - Straight body and neutral spine in vertical position - Lunge position: Move one leg backward binding the legs, until the thigh is parallel to the ground - Alternate sides
		<ul style="list-style-type: none"> - Elbows on the wall or hand on the handrail - Straight body and neutral spine in inclined position - Approximate the scapulae



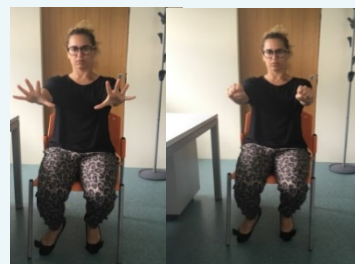
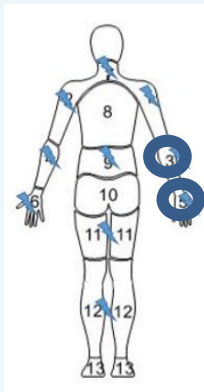
- One forearm on the wall
- Straight body and neutral spine in lateral position



- Straight body and neutral spine in vertical position
- Bend forward and lift one leg until having the body horizontal, and arms in cross maintaining the neutral spine



- Hands on the wall / or other support
- Straight body and neutral spine in inclined position
- Flex and extend the arms



- Standing position with neutral spine
- Cross the fingers between both hands and straighten the arms with the back of the hand in the direction of the face



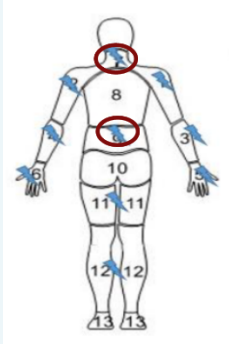
- Standing position with neutral spine
- Catch the forearm with one hand and rotate the wrist

STRETCHING EXERCISES

Musculoskeletal disorders

Exercises

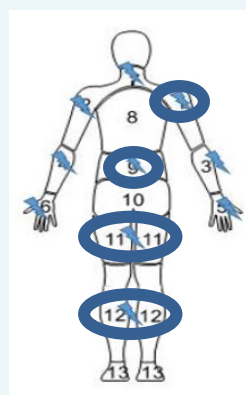
Description



- Squat position press the wall with the whole back and shoulders
- The back side of the head presses the wall, pushing the neck backward



- Standing position with neutral spine
- Slowly bend forward the trunk and falling down the head and arms



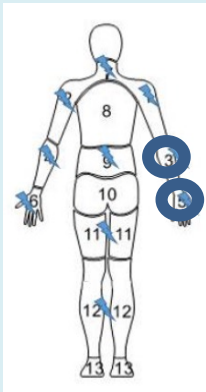
- Starting hands on the wall or other support with straight body
- Maintaining the neutral spine, bend the trunk until its parallel to the ground
- Legs stay in the vertical position and feet forward



- Hands on the wall or other support
- Straight body and neutral spine in vertical position
- Bend one leg with the help of the hand of the same side, trying to reach the buttock with the heel



- Press one side of the body against the wall with one arm parallel to the ground
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- Standing position with neutral spine
- Cross the arms and fingers between both hands and straight the arms
- Bend the arms until join the forearms in the chest



- Standing position with neutral spine
- Cross the fingers between both hands and straight the arms with the back of the hand in the direction of the face

Program II – Cardiovascular circuit guidelines

- ✓ The program can be completed outdoor or indoor using the stairs and has to be essentially constituted by cardiovascular exercises
- ✓ Final stretching is allowed at the end of the workout
- ✓ Small round “power walking”
- ✓ Big round to the building “power walking”
- ✓ The circuit takes about 5 minutes to complete. Participants can repeat the circuit to reach 10 minutes (2 repetitions), 15 minutes (3 repetitions) or more.

CIRCUIT OF AROUND 5 MINUTES

Stage 1 – 1 small round with 1 workout (3 exercises)

Stage 2 – 1 big round with workout (3 exercises)

Stage 3 - 1 big round with workout (3 exercises) + 20 step up or 10 jumps with both feet at the same time

EXAMPLES OF WORKOUTS:



EXAMPLES OF STRETCHING EXERCISES:



Exercise Demonstrations

vídeo 1



vídeo 2



vídeo 3



vídeo 4



vídeo 5



vídeo 6



vídeo 7

