Good practices to develop physical activity programs at work

Consortium:
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General guidelines

✓ Participants should be encouraged to accumulate as many time 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

<table>
<thead>
<tr>
<th>Musculoskeletal disorders</th>
<th>Exercises</th>
<th>Description</th>
</tr>
</thead>
</table>
|                           | - 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
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<td></td>
<td>Squat position press the wall with the whole back and shoulders</td>
<td></td>
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<td></td>
<td>The back side of the head presses the wall, pushing the neck backward</td>
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</tr>
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<td>Sitting position with neutral spine</td>
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</tr>
<tr>
<td></td>
<td>Slowly bend forward the trunk and falling down the head and arms</td>
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<tr>
<td></td>
<td>Slowly bend the trunk to the side and transfer the weight to the side</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left and right</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Starting hands on the table / or other support with straight body</td>
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<tr>
<td></td>
<td>Maintaining the neutral spine, bend the trunk until its parallel to the ground</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legs stay in the vertical position and feet forward</td>
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- 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
## Strengthening Exercises

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<td>- Hands on the wall or other support&lt;br&gt;- Straight body and neutral spine in inclined position&lt;br&gt;- Lift the knee up until 90°, alternatively</td>
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<td>- Hands on the wall or other support&lt;br&gt;- Straight body and neutral spine in vertical position&lt;br&gt;- Lift the calf and return</td>
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<td>- Straight body and neutral spine in vertical position&lt;br&gt;- Hands on the table&lt;br&gt;- Squat 90° maintaining the neutral spine&lt;br&gt;- Straight body and neutral spine in vertical position</td>
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<td></td>
<td>- Straight body and neutral spine in vertical position&lt;br&gt;- Lunge position: Move one leg backward binding the legs, until the thigh is parallel to the ground&lt;br&gt;- Alternate sides</td>
<td></td>
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<td>- Elbows on the wall or hand on the handrail&lt;br&gt;- Straight body and neutral spine in inclined position&lt;br&gt;- Approximate the scapulae</td>
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- 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 straight 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
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|                               | ![Squat position](image1) | - 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](image2) | - Standing position with neutral spine  
- Slowly bend forward the trunk and falling down the head and arms |
|                               | ![Starting hands](image3) | - 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](image4) | - 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
- The opposite arm pushes the wall in order to rotate the trunk

- 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

video 1

video 2

video 3

video 4

video 5

video 6

video 7