

工作間活絡伸展操

Exercise in the Workplace



主辦
Organized by



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合辦
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鳴謝
Acknowledgement



香港物理治療學會
Hong Kong Physiotherapy
Association

引言 Foreword

隨着資訊科技發達和經濟轉型，科技及電子化逐漸取代體力勞動，我們每天的體力活動相應減少，生活也變得更舒適。

然而，舒適生活加上缺乏運動，令我們要付上健康的代價。從事辦公室工作的人士愈來愈多，過胖、糖尿病、高血壓、心臟病、骨質疏鬆等症狀均成為影響健康的重要問題。

Due to technological advancement and economic restructuring, physical labour has been gradually replaced by technology and computerization. Not only our life has become much easier, but also we have become less active in our everyday life.

However, we are paying a high price for this comfortable but sedentary lifestyle. As the number of office workers is increasing, health problems such as obesity, diabetes, hypertension, heart diseases and osteoporosis have become matters of major concern.

工作間伸展及鬆弛運動的重要性

The Importance of Exercises in the Workplace

試想想，我們每天約有三分之一的時間在辦公室工作，往往需要長時間維持書寫或使用電腦的姿勢，身體固定在同一姿態過久，會引致肌肉緊張、疲勞和疼痛，工作效率也隨之減低。

We spend about one third of our time in the office every day. When we maintain a prolonged and sustained posture of writing or using a computer, symptoms such as muscle tightness, fatigue or soreness will develop. Work efficiency may also be affected.

不正確姿勢或使用身體部位不當，可能會引致職業病。患者不但要忍受疾病所帶來的痛楚，還可能因此而喪失工作能力，大大影響生活，可謂得不償失。研究顯示，辦公室工作人員容易患上頸、肩、腰及背部不適的毛病，其次是手腕和手指出現問題。

Improper posture or incorrect use of any part of the body may lead to occupational diseases. Apart from physical pain, patients may have to suffer the loss of working ability and drastic changes in life, which can hardly be compensated by any gains. Research shows that office workers are prone to suffer from discomforts related to neck, shoulder and back, followed by discomforts in wrists and fingers.

你身為上司或下屬，是否無可避免要承受這些不良後果呢？絕對不是。

Whether you are a boss or an employee, are these problems inevitable? The answer is absolutely no.

以下為大家介紹一些運動，可在工作間伸展筋骨，舒緩肌腱疲勞，避免勞損。

The following are some exercises recommended to do in the workplace that is intended to help you to recover from muscle tightness and fatigue, and to minimize the risk of overuse injuries due to sustained and repetitive movements during work.

如需要長期坐著工作或缺乏運動的人士，特別需要活絡和伸展的健體運動。

People who spend long hours sitting or whose jobs are sedentary in nature will be benefited from doing mobility and stretching exercises.

活絡操可促進關節活動，改善血液循環，為身體活動作好準備。如能配合呼吸，更可舒緩神經緊張。伸展操則能放鬆緊張的肌肉，改善關節活動，鬆弛神經，減少罹患肌肉痛症的機會。

Mobility exercises improve the mobility of joints and increase blood flow to working muscles to prepare you for physical activity. If the exercise is done in synchronization with one's breathing, it will also help to reduce mental stress. Stretching exercises can improve muscle relaxation, enhance the motion of joints, relax the mind and reduce the risk of muscle soreness and pain.

健體操基本法

Guidelines for Doing Exercise

了解自己

做運動前，最好先請教醫生或專業人士，了解自己的身體狀況。

轉換姿勢

應不時轉換工作姿勢，甚至離開座位，走動一會兒，並按個人需要選擇合適的運動，紓緩緊張和疲勞的肌肉。

安全第一

在空氣流通、溫度適中和安全的環境下做運動。

合適衣著

應選擇合適的衣著。做運動時，宜脫去外套和高跟鞋。

緩慢進行

動作不宜過大和過快，更不宜振動拉扯，進行頸部和腰部活動時尤須注意。

注意呼吸

運動時保持呼吸暢順。呼吸如能配合活絡操的動作，鬆弛效果更佳。

按部就班

先做活絡操，然後做伸展操，最後做幾次深長呼吸。

提高自覺

完成伸展操後，嘗試花10秒鐘感受一下那種舒適和放鬆的感覺，有助提高個人對肌肉緊張的自覺性。

健康至上

運動時如感到不適，應稍作休息；若情況沒有改善，須請教醫生，以策安全。

Understand yourself

To better understand your own physical condition, consult a doctor or a professional before starting any exercise programme.

Change posture regularly

Do not maintain the same posture for a long period of time. You may leave the seat once in a while and do some stretching exercises. Choose an exercise that meets your needs to help you to relieve tension and relax your tired muscles.

Safety comes first

Exercise in a safe and well-ventilated environment under comfortable temperature.

Proper clothing

Choose an exercise that you can do comfortably with the clothes you are wearing. Take off any jacket or high-heeled shoes before doing exercise.

Move slowly

During exercise, the range of your movement should not be too large, neither should you move too fast. Do not do bouncing or jerky movements, especially when you are doing your neck or back.

Concentrate on your breathing

Maintain normal and natural breathing when doing exercise. If the mobility exercise is done in synchronization with your breathing, you will become more relaxed.

Follow the sequence

Do the mobility exercise prior to the stretching exercise. Finally, take a few deep breaths to finish an exercise session.

Enhance your self-awareness

After finish doing stretching exercises, just take 10 seconds to experience and enjoy the feelings of comfort and relaxation from the stretched body parts. This will help you to improve your self-awareness of any existing muscle tension in your body.

Be health-conscious

When you feel any discomfort during exercise, stop the activity and rest for a while. If you are not getting better, consult a physician as soon as you could.

活絡伸展操

Mobility and Stretching Exercises

活絡操指引

Mobility Exercises Guidance

每個動作必須緩慢進行
Practise each movement slowly.

伸展操指引

Stretching Exercises Guidance

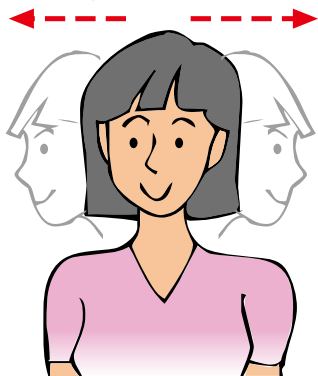
每個動作做1-2次，每次停留約10-30秒，
伸展部位要有輕微拉緊的感覺。
Practise 1-2 times for each movement. Hold
for about 10-30 seconds each time, you will
feel a slight pull in the part of your body being
stretched.

I 頸部 Neck

活絡操 Mobility Exercises

左望右望

Looking at alternate sides



眼望前方，緩緩轉頸望右，還原後再向左望。重複4次。

(注意：轉頸次數不宜太多)

Look forward, turn your neck to the right slowly, then back to starting position, and turn your neck to the left. Repeat 4 times.

(Note: Remember not to turn your neck too many times.)

伸展操 Stretching Exercises

側頭聆聽

One-side Neck Stretch



眼望前方，緩緩側向右方，還原後側向左方。**(注意：不宜用力下壓)**

Look forward, stretch your neck towards the right slowly. Return to starting position and stretch your neck towards the left.

(Note: Avoid drawing the neck downward too hard.)

低頭仰望

Looking Up and Down



下頷內收，低頭前傾，還原。

Draw your chin towards the neck, and lower your head. Return to starting position.



單手(或雙手)放在後頸，頭部微向後仰，還原。

(注意：頭部不宜後仰太多)

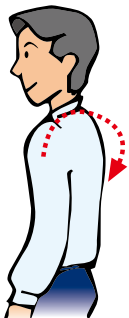
Put one or both hands behind the neck, and slightly lean your head backward. Return to starting position.

(Note: Remember not to lean the head backward too much.)

2 肩膊 Shoulders

活絡操 Mobility Exercises

前後轉肩 Shoulder Rotations



兩肩略向前摺，
上提並向後轉。
重複8次。

Bring your shoulders
forward and inward.
Lift your shoulders and
rotate towards the
back. Repeat 8 times.



兩肩略向後摺，
上提並向前轉。
重複8次。

Bring your shoulders
backward and inward.
Lift your shoulders and
rotate towards the
front. Repeat 8 times.

拉椅壓肩 Shoulder Stretch with a Chair

端坐，轉腰向左，
右手扳左邊椅背，
身體略向前壓，
下頷稍向內收，
還原後做另一邊。

**(注意：宜選有固定靠
背的座椅進行)**

Sit upright, turn your
waist to the left,
and put your
right hand on the
left side
of the back of a chair. Lean forward slightly,
and draw your chin slightly inward. Return to starting
position and repeat for the other side.

**(Note: You are advised to use a chair with a
fixed back.)**

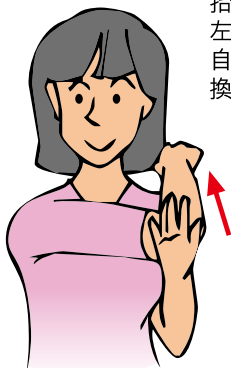


伸展操 Stretching Exercises

托踭拉肩 Shoulder Stretch with Elbow Pull

抬起右手伸向左肩，
左手托右手蹠拉向
自己的方向，還原後
換手再做。

Raise and rest your
right arm on your left
shoulder. Pull your
right elbow towards
the body with your
left hand. Return to
starting position and
repeat with the other
arm.



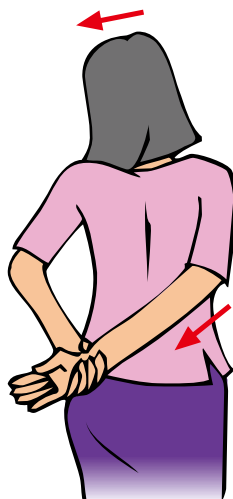
拉臂側頸 Arm and Neck Stretch

雙手放後，左手握
右手腕，固定於左
腰或臀部，眼望前
方，挺胸直腰，頭
部緩緩側向左方，
還原後做另一邊。

**(注意：不宜用力
將頸下壓)**

Put both hands
behind your neck.
Hold your right wrist
with your left hand
at your left waist or
hip. Look forward
and stand erect.
Slowly stretch your
neck towards the
left, return to starting
position and repeat
for the other side.

**(Note: Avoid
drawing the neck
downward too
hard.)**



2 肩膊 伸展操 Shoulders Stretching Exercises

舉臂合掌 (初級)

Arms Lift with Palms Touching each other
(Elementary)



眼望前方，
雙手高舉，
掌心相貼，
盡量向上方
伸展，
還原。

Look forward,
raise both
arms with
your palms
touching each
other. Extend
your arms
upward as far
as you can.
Then return
to starting
position.

舉臂合掌 (中級)

Arms Lift with Palms Touching each other
(Intermediate)



動作如前，
雙臂交叉，
掌心相貼，
盡量向上方
伸展，
還原。

Look forward,
raise both arms
and cross your
arms with your
palms touching
each other. Extend
your arms
upward as far
as you can.
Then return
to starting
position.

舉臂靠牆

Arm Lift against the Wall



身體靠近牆邊，
高舉右臂，
盡量向上方
伸展，
還原後換臂
再做。

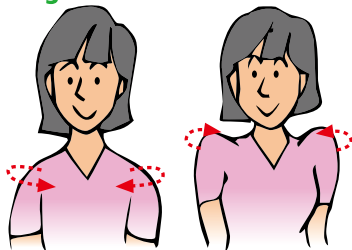
Stand next to
the wall. Raise
your right arm
and extend
it as far as
possible. Return
to starting
position.
Repeat with the
other arm.

3 胸背 Chest and Back

活絡操 Mobility Exercises

向後摺肩

Folding Shoulders Back and Forth



肩膊盡量向前摺合，還原後挺胸向後摺。
重複8次。

Bring your shoulders forward and inward as far as possible. Return to starting position. Bring your shoulders backward. Repeat 8 times.

伸展操 Stretching Exercises

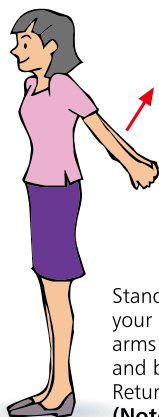
挺胸摺臂

Stretch your Chest and Bend your Arms



挺胸直腰，
雙手放在後腰或
臀部，雙臂後摺。

Stand erect. Put
both hands on the
back of your waist or
your hips. Move
your arms towards
each other.



挺胸提臂 Stretch your Chest and Lift your Arms

挺胸直腰，
雙手放後，
手指互扣，手臂伸直，
緩緩上提，兩肩順勢
向後摺，還原。

(注意：避免身體向前傾)

Stand erect. Put both hands behind your back with fingers interlocked and arms stretched. Raise your arms slowly and bring your shoulders backward. Return to starting position.

(Note: Do not lean forward.)

雙翼齊飛(中級)

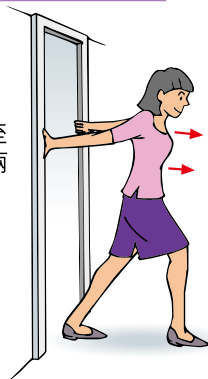
Arm Stretch (Intermediate)

挺胸直腰，作弓箭步，後腳伸直，
腳尖向前，雙手放後，雙臂抬高至
(或低於)肩部，兩手扳緊門框兩
側，身體盡量向前傾，還原。

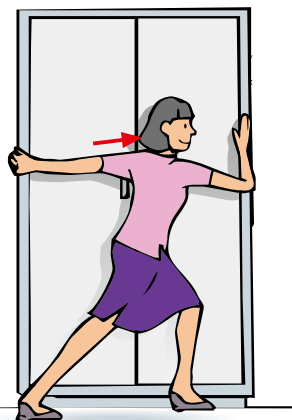
**(注意：此動作難度高，宜量力而
為，事前肩膀要做充足的
熱身運動。)**

Stand erect with one leg forward and the knee bent. Keep your back leg straight with toes pointing to the front. Stretch arms behind your back to or below shoulder level. Hold the doorframe tightly with both hands. Lean forward as far as possible. Return to starting position.

(Note: This is a relatively difficult movement. Do it according to your ability. Do sufficient shoulder warm-up exercise beforehand.)



按牆轉肩(初級) Shoulder Turn (Elementary)



身體靠近牆邊，左腳踏前作弓箭步，
右腳放後伸直，左手伸直並
抬高至肩部，手掌按牆，左肩盡
量靠牆，右肩微向右轉，還原後
做另一邊。

Stand next to the wall. Bend your left knee and step forward. Put your right leg behind your left leg and keep it straight. Stretch your left arm to shoulder level with palm on the wall. Lean your left shoulder against the wall as far as possible. Turn your right shoulder slightly to the right. Return to starting position. Repeat for the other side.

伸肩拉臂(扣指)

Shoulder and Arm Stretch (Interlock Fingers)



雙手扣指前伸，手背向前，
兩臂稍向外拉，兩肩順勢向
前摺，腰背保持挺直，還原。

Interlock your fingers and stretch both arms to the front with palms facing yourself.

Bring your shoulders forward and inward while keeping your back straight. Return to starting position.

伸肩拉臂(反扣指)

Shoulder and Arm Stretch (Anti-interlock Fingers)



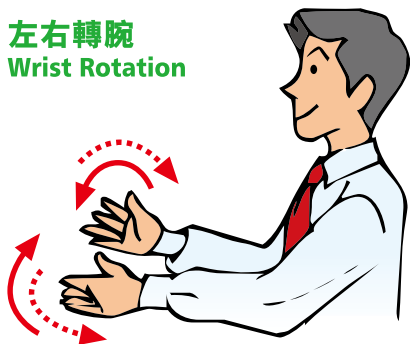
雙手手指反扣，手心向前，
其餘動作如前，還原。

Anti-interlock your fingers and stretch both arms to the front with palms facing the front. Bring your shoulders forward and inward while keeping your back straight. Return to starting position.

4 手腕 Wrists

活絡操 Mobility Exercises

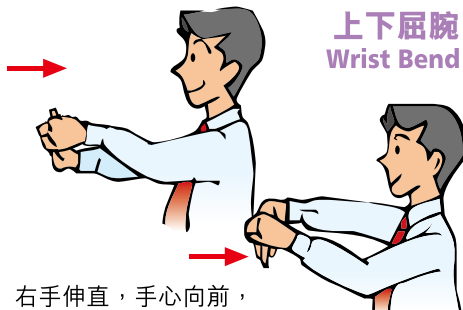
左右轉腕 Wrist Rotation



雙手向內轉腕，重複8次。反方向再做。
Rotate your wrists inward. Repeat 8 times.
Repeat in the opposite direction.

伸展操 Stretching Exercises

上下屈腕 Wrist Bend



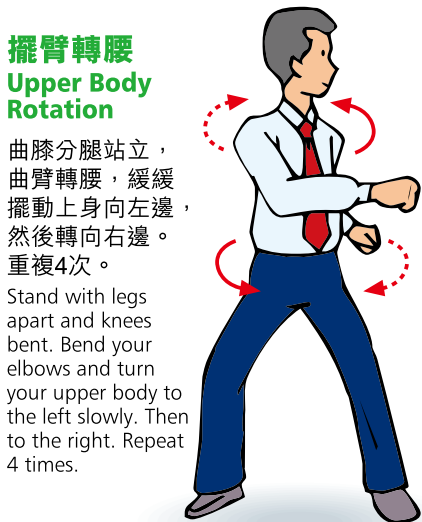
右手伸直，手心向前，
左手將右手腕輕輕向後扳，還原後
手背向前重複再做。還原後換手再做。

Stretch your right arm with the palm facing the front. Slightly bend your right wrist backward with your left hand. Return to starting position. Repeat the movement with the palm facing yourself. Return to starting position. Repeat with the other hand.

5 腰側 Waist

活絡操 Mobility Exercises

擺臂轉腰 Upper Body Rotation



曲膝分腿站立，
曲臂轉腰，緩緩
擺動上身向左邊，
然後轉向右邊。
重複4次。

Stand with legs apart and knees bent. Bend your elbows and turn your upper body to the left slowly. Then to the right. Repeat 4 times.

伸展操 Stretching Exercises

兩側彎腰 Side Bend

背靠牆 Stand against the wall



坐在椅上，眼望前方，左手向上伸，
右手放在大腿上，緩緩彎向右側，
還原後換手再做。

(站式背靠牆做，效果更佳。)

Sit on a chair. Look forward. Raise your left arm. Put your right hand on your right thigh. Bend your trunk to the right slowly. Return to starting position. Repeat with the other arm.

(You can stand against the wall and do this exercise to achieve better results.)

活絡操 Mobility Exercises

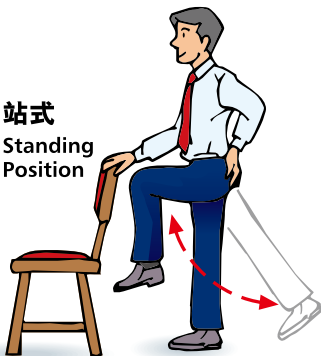
直腰提膝 Waist Straight and Knee Lift

坐式
Sitting
Position



手扶椅邊，挺直腰背，左右膝交替向上提。重複4次。
Hold onto the sides of the chair and keep your back straight. Lift your knees one by one. Repeat 4 times.

站式
Standing
Position



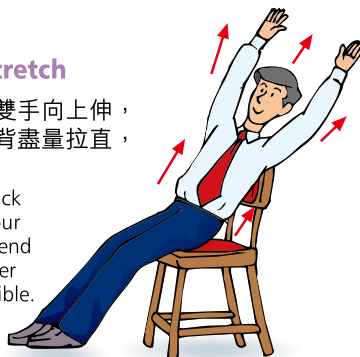
挺直腰背，一手扶椅背，左膝盡量向上提，還原時伸直腳放後，重複8次。換腿再做。
Stand erect and put one hand on the back of the chair. Lift your left knee as high as possible. Then stretch your left leg to the back. Repeat 8 times. Repeat with the other leg.

伸展操 Stretching Exercises

直伸腰背 Upper Body Stretch

上背輕靠椅背，雙手向上伸，頭部、上身及腰背盡量拉直，雙腳平放前方。

Lean your upper back on the chair. Lift your arms overhead. Extend your head and upper body as far as possible. Keep your feet on the floor



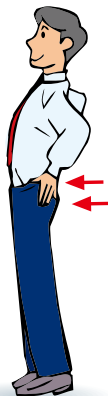
直背推腰 Waist Extension

眼望前方，下頷內收，雙手按後腰，將盤骨及腰部稍向前推，頸部和上身保持挺直，還原。

(注意：避免頸部及腰部過分後仰)

Look forward. Move your chin downward. Put both hands on the back of your waist. Push your hips and waist slightly forward. Keep your neck and upper body straight. Return to starting position.

(Note: Do not lean your neck and waist excessively backward.)



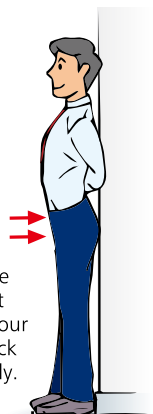
腰背推牆 Back Stretch

背靠牆站立，上背夾緊貼牆，眼望前方，下頷內收，雙手放於後腰，腹部稍向內壓，使腰背推向牆壁，腰部保持應有的弧度，還原。

(注意：避免頭部向前傾)

Stand against the wall with upper back stretched against it. Look forward. Move your chin downward. Put both hands at the back of your waist. Slightly draw your abdomen inward so as to push your back against the wall. Arch your waist suitably. Return to starting position.

(Note: Avoid leaning the head forward.)

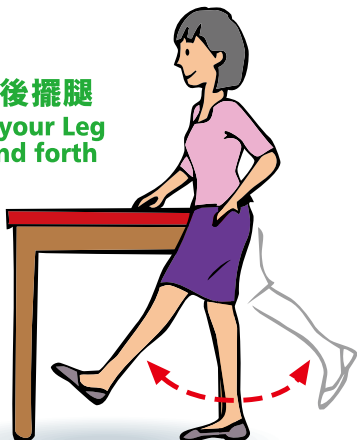




髋腿 Hips and Legs

活絡操 Mobility Exercises

前後擺腿 Swing your Leg back and forth



一手扶椅背或桌邊幫助平衡，伸直右腳前後擺動，重複8次。換腳再做。
(注意：擺動幅度不宜過大)

Hold onto the edge of a table or a cabinet with a hand to maintain balance, straighten your right leg and swing it forward and backward. Repeat 8 times. Repeat with the other leg.

(Note: Avoid vigorous swinging movements.)

伸展操 Stretching Exercises

坐式壓腿 Seated Hamstring Stretch



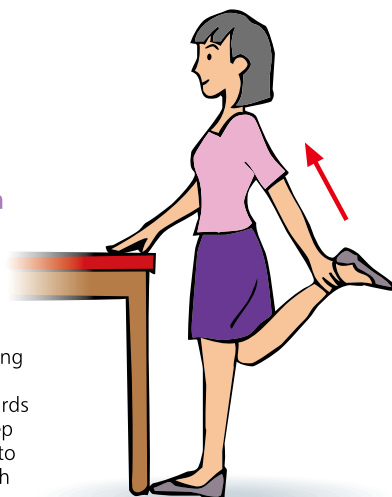
穩坐椅邊，伸直左腳，腳跟著地，腳尖向上，上身及腰背挺直，右手(或右臂)平放右膝(或右腿)，左手輕握左腿，緩緩向前移，還原後換腳再做。

Sit on the edge of a chair. Straighten your left leg with the heel touching the floor and toes pointing upward. Sit erect and keep a straight back. Put your right hand (or right arm) on the right knee (or the right leg). Hold your left leg gently with your left hand. Slowly glide your left hand forward along the leg. Release your left hand to resume the starting position. Repeat with the other leg.

斜拉大腿 Upper Leg-Cross Stretch

挺直腰背，一手扶椅背或桌邊，左手將右腳拉向臀部，右大腿保持垂直向地，還原後換腳再做。

Stand erect with one hand holding onto a table or a cabinet for support. Pull your right leg towards the hip with your left hand. Keep your right thigh vertical. Return to the starting position. Repeat with the other leg.



轉腰扳腿 (初級)

Turn your Waist and Stretch your Legs (Elementary)

端坐，左腿擱於右膝，右手輕壓左膝，轉腰向左，左手輕扶椅背，順勢望前或轉頸望左，還原後做另一邊。

Sit straight. Cross your left leg over your right leg and press your left knee lightly with your right hand. Hold onto the back of a chair gently with your left hand for support. Turn to the left with the waist as the turning point. Look forward or turn your head to the left. Return to starting position and repeat for the other side of the waist.



轉腰扳腿 (中級)

Turn your Waist and Stretch your Legs (Intermediate)

端坐，抬高左膝，左小腿放右腿外側。右前臂環抱左膝，左手輕壓右前臂，順勢望前或轉頸望左，還原後做另一邊。

Sit straight. Raise your left knee and put your left leg on the outer side of your right leg. Encircle your left knee with your right arm. Press your right forearm lightly with your left hand. Look forward or turn your head to look left. Return to starting position and repeat for the other side.



8 小腿 Calves

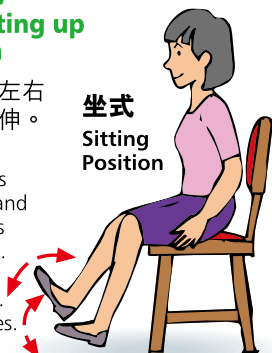
活動操 Mobility Exercises

指天篤地 Toes Pointing up and down

腳踭離地，左右交替上下屈伸。重複8次。

Lift both heels off the floor and point the toes up and down. Do it with alternate feet. Repeat 8 times.

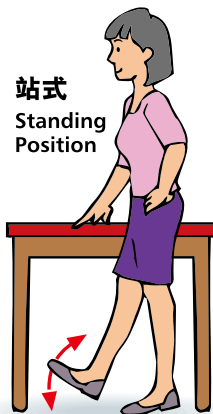
坐式
Sitting Position



一手扶椅背或桌邊，腳踭離地，單腳做上下屈伸動作8次，還原後換腳再做。

Hold onto the back of a chair or onto a table with one hand. Then lift either of your heels off the floor. Point the toes up and down with one leg. Return to starting position and repeat with the other leg.

站式
Standing Position



活絡操 Mobility Exercises

來回畫圈

Ankles Rotations

腳踭離地，雙腳同時向內轉動踝部8次，還原後再向外轉動踝部8次。

Sit upright. Lift heels off the floor and rotate both ankles inward for 8 times. Return to starting position. Repeat it but rotate the ankles in the opposite direction.

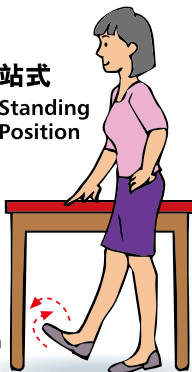
坐式
Sitting
Position



一手扶椅背或桌邊，腳踭離地，一腳向內轉動踝部8次，反方向再做，還原後換腳再做。

Hold onto the back of a chair or onto a table with a hand. Lift one of your heels off the floor and rotate ankle inward 8 times. Repeat in the opposite direction. Return to starting position and repeat with the other leg.

站式
Standing
Position



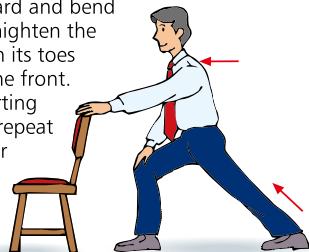
伸展操 Stretching Exercises

弓步拉腿

Lower Leg Stretch

單手或雙手扶椅背或桌邊，作弓箭步，後腿伸直，腳尖向前，還原後換腿再做。

Hold onto the back of a chair or onto a table with one hand or both hands for support. Put one leg forward and bend the knee. Straighten the other leg with its toes pointing to the front. Return to starting position and repeat with the other leg.



要擁有健康的體魄，單單在工作間進行短暫的活絡操和伸展操並不足夠。任何人士於工餘時間，要因應個人的身體狀況進行自己喜愛的運動，配合「日日運動半小時」的口號，定能收強身健體之效，自然會有充沛的體力應付工作上的持久挑戰。

切記在運動前後，必須做充分的熱身和緩和運動，以防止身體受傷。如在運動期間感到不適，應馬上停止，並向專業人士查詢。長期病患者或從不運動的人士，應與醫生商量後才制定運動計劃，以策安全。

Doing mobility and stretching exercises just for a couple of minutes in the workplace is not enough to keep you healthy. You may take part in any physical or sport activity you like during your leisure time, taking into account your own physical condition. Once you get into the habit of exercising for 30 minutes a day, you can remain healthy and fit with an abundance of energy to meet the never-ending challenges at work.

To prevent injury, warm up and cool down sufficiently before and after exercise. In case of feeling unwell when exercising, stop the activity immediately and seek professional advice. People with chronic illnesses or those who never exercise should consult their physician before they start an exercise programme to ensure safety.

鳴謝：

本小冊子資料由中國香港體適能總會提供，謹此致謝。

Acknowledgements:

Special thanks to the Physical Fitness Association of Hong Kong, China for their help in producing the content of Exercise in the Workplace.

康樂及文化事務署出版

Published by the Leisure and Cultural Services Department

政府物流服務署印

Printed by the Government Logistics Department

2011年版

2011 Edition

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www.lcsd.gov.hk

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請致電衛生署熱線**2833 0111**或

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For information on the "Healthy Exercise for All Campaign", please call Government hotline at **1823** or visit the website of the Leisure and Cultural Services Department at www.lcsd.gov.hk.

For more information on health, please call the hotline of the Department of Health at **2833 0111** or visit the website at www.cheu.gov.hk