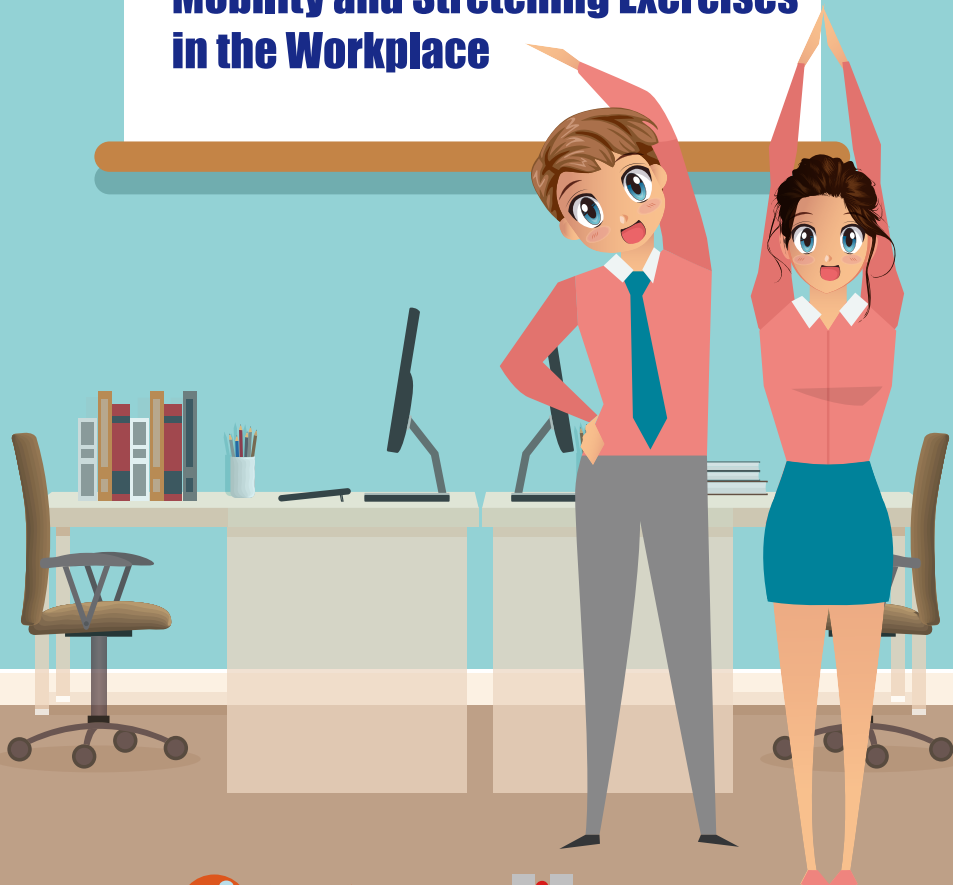


工作間 活絡伸展操



**Mobility and Stretching Exercises
in the Workplace**



引言 Foreword

隨着科技進步和經濟轉型，我們的生活變得方便舒適，與此同時，我們日常的體能活動量也相應減少。生活安逸加上缺乏運動，卻令我們付上健康的代價。從事辦公室工作的人愈來愈多，肥胖、糖尿病、高血壓、心血管病、骨質疏鬆等健康問題也愈加惹人關注。

根據「社區體質測試計劃」調查結果顯示，個人的體質水平與其體能活動量和生活習慣互有關聯，因此，我們要把運動融入生活，才能建立活躍和健康的生活模式。

各位在辦公室工作的朋友，要保持身心健康，應嘗試在工作間做一些簡單的運動！

With technological advancement and economic restructuring, our life has become more and more comfortable. However, we have become less and less active in our everyday life. This comfortable but sedentary lifestyle has made us pay a high price in health. As the number of office workers grows, health problems such as obesity, diabetes mellitus, hypertension, cardiovascular diseases and osteoporosis have raised more and more concerns.

According to the findings of the "Physical Fitness Test for the Community", there are correlations between the physical fitness and the physical activity level and lifestyle of individuals. So, we should build exercise into our daily life in order to develop an active and healthy lifestyle.

If you are an office worker, why not try to do some simple exercises in the workplace to keep your mind and body fit!

工作間運動的好處

Health Benefits of Exercise in the Workplace

活絡操可以促進關節活動，改善血液循環，為體能活動做好準備。如果能夠配合呼吸，更可以舒緩神經緊張。

伸展操能夠放鬆緊張的肌肉，改善關節活動，鬆弛神經，減少患上肌肉痛症的風險。

我們日常最少有三分之一的時間在辦公室工作，而且多是坐着書寫或操作電腦。身體長時間維持同一姿勢，容易引致肌肉緊張、疲勞和疼痛，工作效率也會因而降低。有研究顯示，從事辦公室工作的人容易感到頸、肩、背和腰不適，而手腕和手指也容易出现毛病。

如需長時間坐着工作或缺乏運動，宜多做活絡操和伸展操，以舒緩肌肉和筋骨疲勞，避免勞損。

Mobility exercise improves the mobility of your joints, enhances your blood circulation and helps you get prepared for physical activities. It can even help you relieve stress if you maintain the right breathing pattern during exercise.

Stretching exercise helps you relax the muscles, enhances the mobility of your joints, relaxes your mind and reduces the risk of muscle soreness.

We normally spend at least one third of our time in the office, sitting down to write or use the computer most of the time. Maintaining the same posture for a long time will cause muscle tightness, fatigue and soreness, which in turn undermine our efficiency at work. Some researches show that office workers are prone to suffer from problems related to their neck, shoulders, back and waist, followed by wrists and fingers.

People who spend long hours sitting or lack exercise are advised to do more mobility and stretching exercises, which can help prevent strain injuries through relieving muscle and tendon fatigue.

齊來做運動，舒展筋骨身體好！

Come on, let's do exercise together and lead a healthy life!

健體操基本法

Guidelines for Doing Exercises

了解自己

在訂立運動計劃前，最好先請教醫生或專業人士，以了解自己的身體狀況。

Understand yourself

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

轉換姿勢

應不時轉換工作姿勢，或偶爾離開座位做一些伸展操，亦可按個人需要選擇合適的運動，舒緩緊張和疲勞的肌肉。

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.

安全第一

在空氣流通、溫度適中和安全的環境下做運動。

Safety comes first

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

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。

Proper clothing

Choose proper clothing for you to do exercise comfortably. Take off any jacket or high-heeled shoes before doing exercise.

緩慢進行

運動時，動作幅度不宜過大和速度過快，更不宜做振動拉扯動作；進行頸部活動時尤須注意。

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 exercising your neck or back.

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。

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.

按部就班

先做活絡操，然後做伸展操，最後做幾次深長呼吸。

Follow the sequence

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

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。

Enhance your self-awareness

After finish doing stretching exercise, 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.

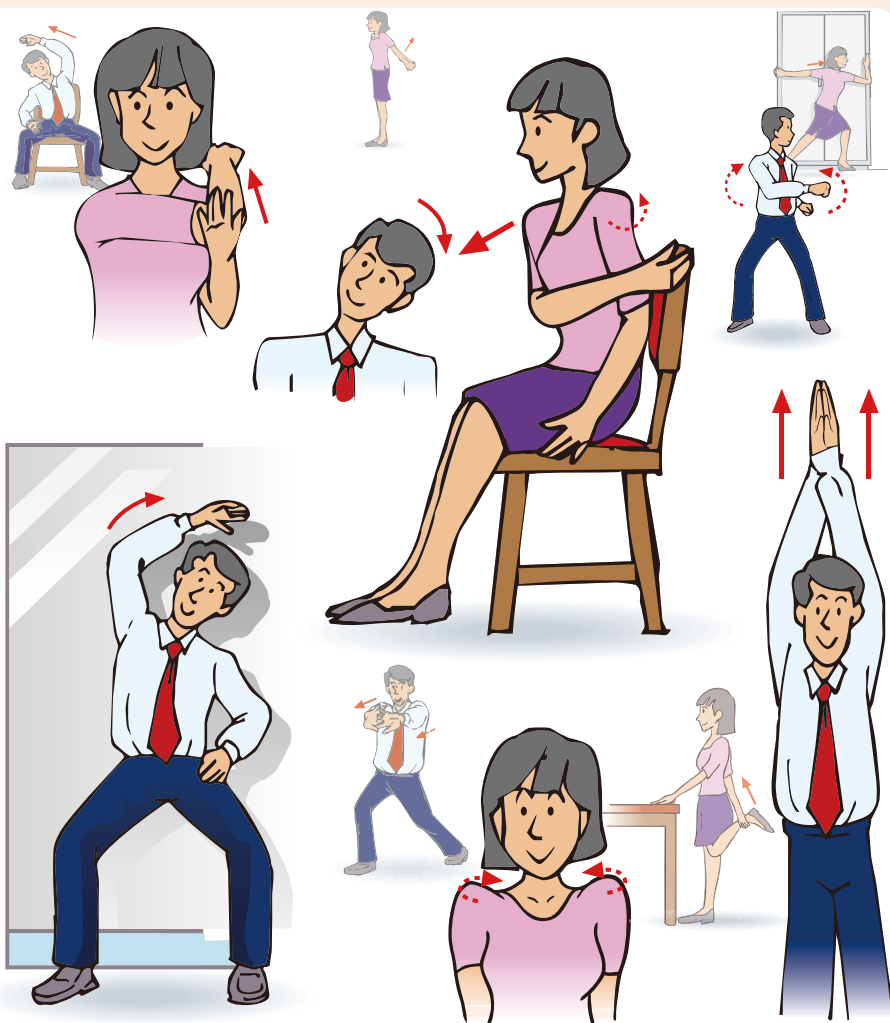
健康至上

運動時如感到不適，應稍作休息；若情況沒有改善，須盡快請教醫生，以策安全。

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 doctor as soon as possible.

Mobility and Stretching Exercises



活絡伸展操

Mobility and Stretching Exercises



活絡操指引

Mobility Exercise Guide

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

伸展操指引

Stretching Exercise Guide

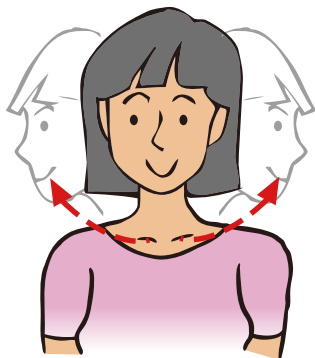
每個動作做 2-4 次，每次停留約 10-30 秒，
伸展部位要有輕微拉緊的感覺。

Practise 2-4 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 Exercise

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。

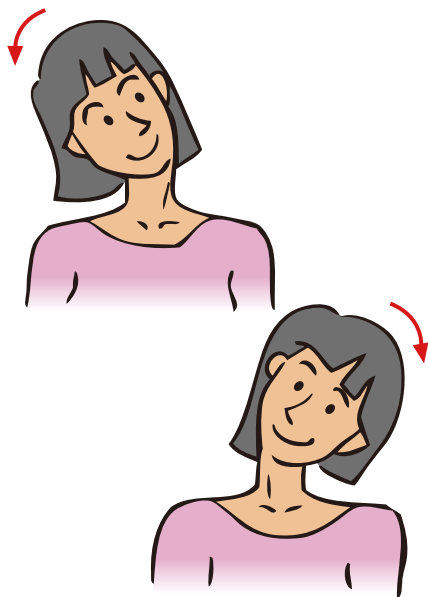
(注意：轉頸次數不宜太多及太快。)

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 or too quickly.)

伸展操 Stretching Exercise

側頭聆聽 Neck Stretch



眼望前方，
緩緩側頭向右方，
還原後側頭向左方。**(注意：不宜用力向前壓。)**

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

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

低頭仰望 Looking Up and Down



下頷內收，低頭前傾，
還原。

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



雙手放在後頸，頭部保持正中及微向
後仰，還原。

(注意：頭部不宜後仰太多。)

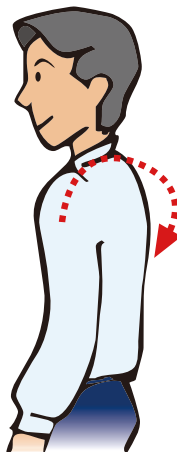
Put both hands behind the neck, and keep
your head in the midpoint and slightly lean
backward. Return to starting position.

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

2 肩膊 Shoulders

活絡操 Mobility Exercise

前後轉肩 Shoulders Rotation



兩肩略向前及內摺，
上提並向後轉。
重複8次。

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



兩肩略向後及內摺，
上提並向前轉。
重複8次。

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

伸屈操

Stretching Exercise



托蹠拉肩

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 toward the body with your left hand. Return to starting position and repeat with the other arm.

拉椅壓肩 Shoulder Stretch with the 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 the chair.

Lean forward slightly, and draw your chin slightly inward.

Return to starting position and repeat on the other side.

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



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 toward the left, return to starting position and repeat on the other side.

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

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)

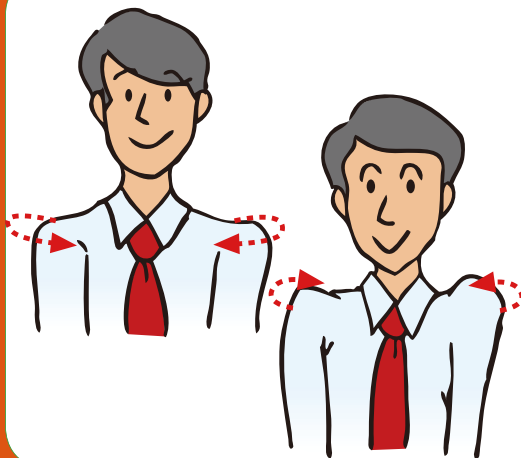


動作如前，雙臂交叉，掌心相貼，盡量向上方伸展，還原。

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.

3 胸背 Chest and Back

活動操 Mobility Exercise



前後摺肩 Folding Shoulders Back and Forth

肩膊盡量向前及內摺合，
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 Exercise

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。

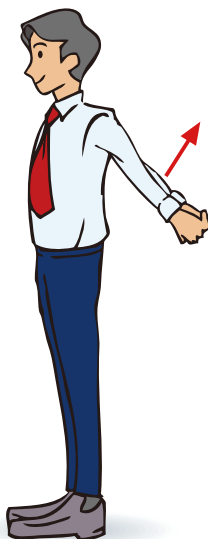
Stand erect. Put
both hands on the
back of your waist
or your hips. Move
your arms toward
each other.



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.)



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 on the other side.

雙翼齊飛(中級)

Arm Stretch (Intermediate)



利用門框進行，挺胸直接作弓箭步，後腳伸直，腳尖向前，雙臂抬高至肩部水平，雙手拉門框，身體盡量向前。

(注意：此動作難度較高，宜量力而為，事前肩膀要做充足的熱身運動。)

Do it in front of the doorframe. Stand erect with one leg forward and the knee bent. Keep your back leg straight with toes pointing to the front. Stretch both arms to the shoulder level. Hold the doorframe tightly with both hands. Lean forward as far as possible.

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

伸肩拉臂(扣指)

Shoulder and Arm Stretch

(Interlocking fingers with palms facing in)



雙手扣指前伸，手背向前，兩臂稍向外拉，兩肩順勢向前及內擡，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

(Interlocking fingers with palms facing out)



雙手手指反扣，手心向前，其餘動作如前，還原。

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 腰側 Waist

活絡操 Mobility Exercise

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 Exercise

兩側彎腰 Side Bend

站式 Standing Position



坐式 Sitting Position



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 the 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.)**

5 腰背 Waist and Back

活絡操 Mobility Exercise

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，一手扶櫃，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
cupboard. 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 Exercise

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, upper body and with waist and back as far as possible.
Keep your feet on the floor.



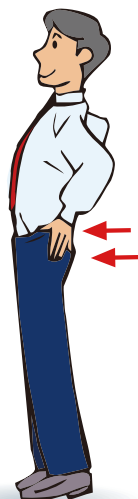
直背推腰 Waist Extension

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.)



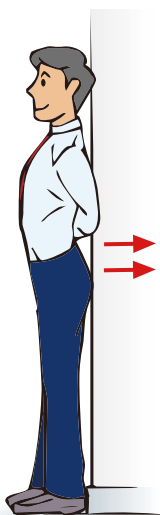
腰背推牆 Back Stretch

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.)



活絡操 Mobility Exercise

前後擺腿
Swing Leg Back
and Forth

一手扶桌邊或櫃幫助平衡，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 the table or the cupboard 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 Exercise

坐式壓腿
Seated Hamstring
Stretch

穩坐椅邊，伸直左腳，腳跟着地，腳尖向上，上身及腰背挺直，右手平放右大腿，左手輕握左大腿，上身緩緩向前移，同時保持腰背挺直，還原後換腳再做。

Sit on the edge of the 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 on the right thigh. Hold your left thigh gently with your left hand. Slowly move your whole body forward while keeping a straight back. Repeat with the other leg after resuming the starting position.

斜拉大腿
Upper Leg-cross Stretch

挺直腰背，一手扶桌邊或櫃，右手將左腳拉向臀部，左大腿保持垂直向地，還原後換腳再做。

Stand erect with one hand holding onto the edge of the table or the cupboard for support. Pull your left leg toward the hip with your right hand. Keep your left thigh vertical. Return to starting position and repeat with the other leg.

轉腰扳腿 (初級)

Turn Waist and Stretch 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 knee and press your left knee lightly with your right hand. Hold onto the back of the 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 on the other side.



轉腰扳腿 (中級)

Turn Waist and Stretch 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 on the other side.



小腿 Calves

活絡操 Mobility Exercise

指天篤地

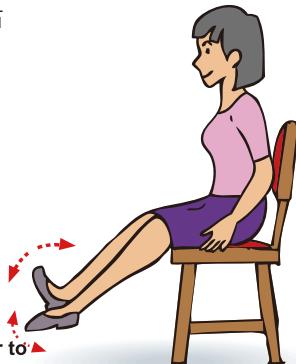
Toes Pointing Up and Down

腳跟離地，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.
(注意：大小腿應成一直線，以達理想效果。)

(Note: Remember to straighten your legs for the best result.)

坐式 Sitting Position



站式 Standing Position

一手扶桌邊或櫃，腳跟離地，單腳做上下屈伸動作 8 次，還原後換腳再做。

Hold onto the edge of the table or the cupboard 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.



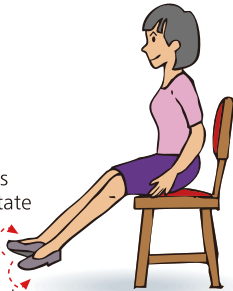
活絡操 Mobility Exercise

來回畫圈
Ankles Rotation

坐式 Sitting Position

腳跟離地，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.



站式 Standing Position

一手扶桌邊或櫃，腳跟離地，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 edge of the table or the cupboard 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.



伸展操 Stretching Exercise

弓步拉腿
Lower Leg Stretch

單手或雙手扶櫃或桌邊，作弓箭步，後腿伸直，雙腳腳跟着地，腳尖向前，還原後換腿再做。（注意：前腳曲膝不可超越腳尖。）

Hold onto the cupboard or onto the edge of the table with one hand or both hands for support. Put one leg forward and bend the knee. Straighten the other leg. Both heels on the floor and toes pointing forward. Return to starting position and repeat with the other leg.

(Note: Do not bend the knee of the front leg over the toes.)

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 doctor before they start an exercise programme to ensure safety.

鳴謝：

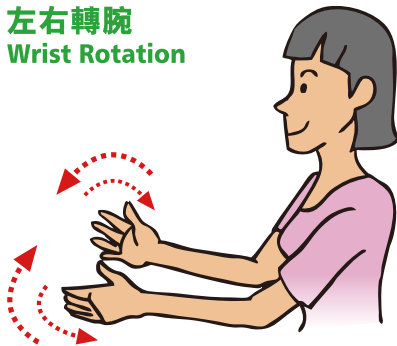
中國香港體適能總會
香港物理治療學會

Acknowledgements:
Physical Fitness Association of Hong Kong, China
Hong Kong Physiotherapy Association

8 手腕 Wrists

活絡操 Mobility Exercise

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.

如欲查詢有關「普及健體運動」的資料，請致電康樂及文化事務署(康文署)二十四小時客務熱線：**2414 5555** (此熱線由「1823」接聽) 或瀏覽康文署網頁：

www.lcsd.gov.hk/tc/healthy。

如欲知道更多健康資訊，請致電衛生署健康教育專線：**2833 0111**或瀏覽衛生防護中心網頁：www.chp.gov.hk。

For details about the “Healthy Exercise for All Campaign”, please call the Leisure and Cultural Services Department (LCSD) 24-hour Customer Hotline at **2414 5555** (This hotline is handled by “1823”) or visit the website of LCSD at www.lcsd.gov.hk/en/healthy.

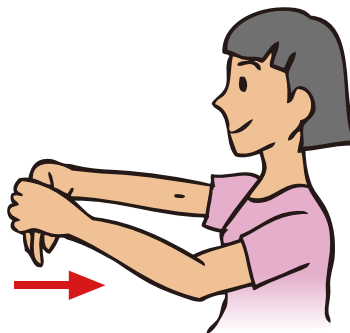
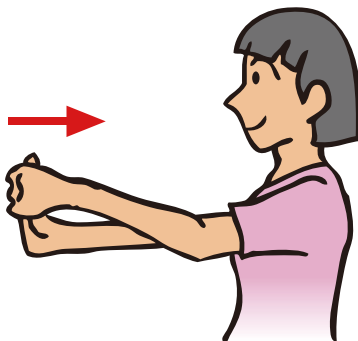
For more information on health, please call the Health Education Infoline of the Department of Health at **2833 0111** or visit the website of Centre for Health Protection at www.chp.gov.hk.



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伸展操 Stretching Exercise

上下屈腕 Wrist Bend



右手伸直，手指向上，左手將右手腕輕輕向後扳，還原後手指向下重複再做。還原後換手再做。

Stretch your right arm with the fingers upward. Slightly bend your right wrist backward with your left hand. Return to starting position.
Repeat the movement with fingers downward. Return to starting position.
Repeat with the other hand.