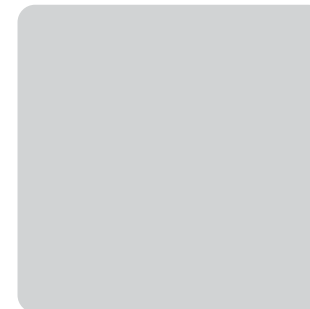


**WORK
PLACE**

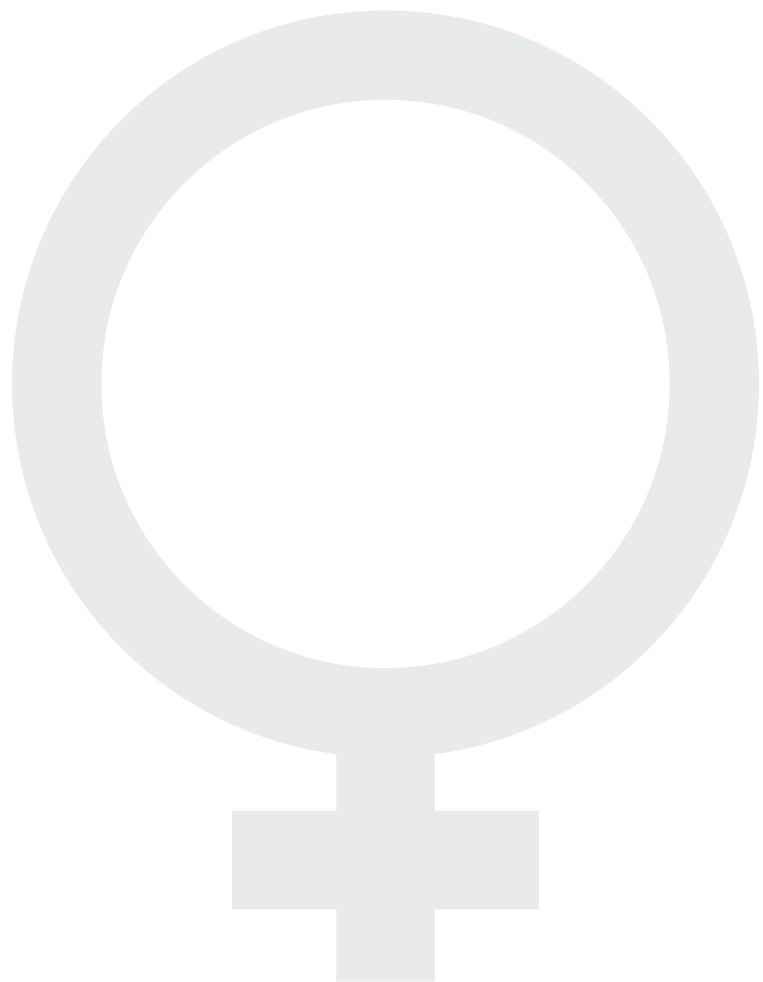


**WELL
NESS**



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Why is Wellness at workplace Important ?

On an average every individual spends more than 60 – 80 % of our waking hours at the workplace. Our lifestyle at the workplace – be it prolonged sitting , poor diet, infrequent breaks, stress- may lead to weight gain and other lifestyle diseases like diabetes, high blood pressure etc.

This booklet suggests some simple tips that we can all undertake to improve our health and wellness at the workplace.



EAT HEALTHY

- Eat at regular times, and avoid excess snacking.
- An occasional cake or sweet to celebrate some occasion is fine, try and restrict this to once a week. Club all that week birthdays together, and have a cake cutting day every Friday – this saves calories and the environment.
- Have a handful of nuts and dry fruits in a small bowl or bottle with you for the week. You can have almonds, pistachios, peanuts, cashewnuts, raisins in this. A healthy limit is to eat about 10-12 pieces of the larger nuts, and a handful of peanuts daily. Remember nuts are rich in good calories, so have them in moderation. Also, these nuts should be dry fried or raw, and unsalted.
- Avoid having candies and sweets for visitors, as you feel like dipping into this.
- Try to do away with machines that dispense chips and crisps.
- Share lunch, and snacks. Avoid having large quantities of food at a time.
- Try and pack small amounts of the rice or chappatis for lunch, and have 1-2 containers of vegetables and dal. Add a fruit daily. One banana or guava, which is available year around in our country, is very healthy.
- Plan for the evening snack. It is ideal to have your dinner by 6-7 PM, but most of us may be at work or on the way home then. Try and have something to eat before you leave the workplace – say a fruit, or a sandwich, or have a fruit smoothie. This way you will not be excessively hungry when you reach home, nor will you try and stuff your body at a time when it is tired. You can then have a light meal at home like a couple of fruits or a soup or some rasam with a little rice if hungry, before you go to bed.
- Breakfast is hurried for most of us. If you can, pack a simple breakfast, and eat when you reach the office.
- It is important to pay attention to what you are eating. Chew food slowly. Savour each mouthful.

HEALTHY EATING FOR A
FOR A HEALTHY LIFE



DRINK HEALTHY

- Drink at least 8-10 glasses of water a day – 3-5 liters if you use bottles.
- Avoid aerated drinks like colas.
- Restrict tea and coffee to 3 cups a day.
- Sip on green tea all through the day.
- A good refreshing drink to sip on – Put a few slices of cucumber and lemon into a bottle or jug – add 1 liter of water to this – sip on this all through the day.
- If possible – use a non-plastic container to store water and drink from. Earthenware pots are good and ecofriendly, and can be a conversation piece at the office.

DRINK YOUR WAY
TO HEALTHY LIFE



HOW TO IMPROVE POSTURE FOR HEALTHY LIVING.

SIT **HEALTHY**

No matter how well a workstation is designed, problems may arise if attention is not paid to the way the work is done. Working at a computer often involves very few changes in body position. This lack of movement can lead to muscle pain and strain.

What can be done to minimize this strain?

It is recommended that a person break for 5-10 minutes for every hour spent at a workstation. If possible, it is ideal to stand up and walk for this time (e.g., work tasks that involve standing, walking, or at minimum, a change of body position). Given below are some simple tips and stretches that can help minimise the strain

- Vary the work tasks. Break up keyboarding tasks work by doing other job duties or tasks that involve moving around or changing body position. Try to stand up and move around.
- Look away from the screen occasionally and focus your eyes on an object far away.
- Take regular rest breaks to ease muscle aches, eye strain and stress.
- Relax your muscles, stretch and change position.
- Hold the stretch for a reasonable time (e.g., 10-20 seconds).
- Breathe normally.
- Do not bounce, pull/push excessively, or lock your joints. You should feel a stretch, but not pain.
- If you feel pain or severe discomfort, stop stretching. Ask your medical professional for advice.
- a) Start with your hand open (*Fig 1a*)*.
- b) Make a fist. Keep your thumb straight, not tucked under your fingers (*Fig 1b*)*.
- c) Slide your finger tips up your palm so the tips of your fingers are near the base of your fingers and you should feel a stretch. Do not force your fingers with your other hand if something is painful (*Fig 1c*)*.
- With your hand open and facing down, gently bend wrist from side to side, as far as possible. Hold for 3 to 5 seconds. Repeat 3 times (*Fig 2*)*.
- Start by stretching your arm and hand out and slowly rotate the wrist down until you feel a stretch. Hold for 3 to 5 seconds. Next, rotate the palm up until you feel a stretch. Repeat 3 times (*Fig 3*)*.
- Grasp your hand and hold your fingers with the other hand. Slowly bend your wrist down until you feel a stretch. Hold for 3 to 5 seconds. Relax. Repeat 3 times. Then slowly bend your wrist up until you feel the stretch. Hold and relax as above (*Fig 4*)*.
- Sitting with your elbows on the table and palms together, slowly lower wrists to the table until you feel a stretch (your elbows will move outward a bit). Be sure to keep your palms together throughout the stretch. Hold 5 to 7 seconds. Relax. Repeat 3 times (*Fig 5*)*.

*All Illustrations on page 15



STRETCHES FOR NECK & SHOULDERS

What are some stretches for the neck and shoulders?

- **Shoulder Shrug:** The purpose of the shoulder shrug is to relieve early symptoms of tightness or tension in the shoulder and neck area.
 - Raise the top of your shoulders towards your ears until you feel slight tension in your neck and shoulders. Hold this feeling of tension for 3 to 5 seconds. Then relax your shoulders downward into their normal position. Do this 2 or 3 times (Fig 1)*.
- **Head Glide:** The head glide helps to stretch your chest, neck and shoulder muscles.
 - Sit or stand upright. Without lifting your chin, glide your head straight back. You know you are doing this exercise right if it gives you the feeling of a double chin. Hold for 20 counts and repeat 5 to 10 times (Fig 2)*.
- **Neck Relaxer:** This exercise helps to relax the neck.
 - Drop your head slowly to the left, trying to touch your left ear to your left shoulder. Repeat on the right side. Slowly drop your chin to your chest, turn your head all the way to the left, then turn all the way to the right (Fig 3)*.
- **Shoulder Roll:** This exercise will help relax the shoulder muscles.
 - Slowly roll your shoulders backward five times in a circular motion. Next, roll your shoulders forwards (Fig 4)*.
- **Chest stretch:** Place your hands behind your head, and squeeze your shoulder blades together (Fig 5)*.

*All Illustrations on page 15

**HOW STRETCHING CAN IMPROVE
FLEXIBILITY AND HEALTH**

What are some stretches for the back, side and legs?

• **Back / Side Stretch:**

- Interlace your fingers and lift your arms over your head, keeping the elbows straight. Press arms as far back as you can. To stretch your sides, slowly lean to the left and then to the right. In a similar way, you can also bring your arms in front of your body, or behind to stretch the shoulder blades and chest (Fig 1)*.

• **Middle / Upper Back Stretch:**

- Hold your right arm with your left hand just above the elbow. Gently push your elbow toward your left shoulder. Hold stretch for 5 seconds. Repeat with your left arm (Fig 2)*.

• **Back Curl (will also stretch your legs):**

- Grasp your shin. Lift the leg off the floor. Bend forward (curling your back), and reach your nose to your knee. Repeat with the other leg (Fig 3)*.

• **Ankle Flex and Stretch:**

- Hold one foot off the floor with your leg straight. Alternately flex your ankle (point your toes up) and extend (point your toes down). Repeat with the other leg (Fig 4)*.

• **Leg Lift:**

- Sit forward on the chair so that your back is not touching the chair's back. Place feet flat on the floor. With a straight leg, lift one foot a few inches off the floor. Hold momentarily, and return your foot to the floor. Repeat with the other leg (Fig 5)*.

- **Standing stretch:** When standing, keep knees slightly bent. Place your hands on your lower back and gently push your hands forward while leaning back slightly (Fig 6)*.

- **Hip stretch:** Sit with one leg across the other. Place your arm or elbow on the outside of the crossed leg. Gently apply pressure, while looking the opposite way. Repeat with the other leg (Fig 7)*.

*All Illustrations on page 16



IMPROVE YOUR STRENGTH AND FLEXIBILITY
WITH A SIMPLE STRETCH

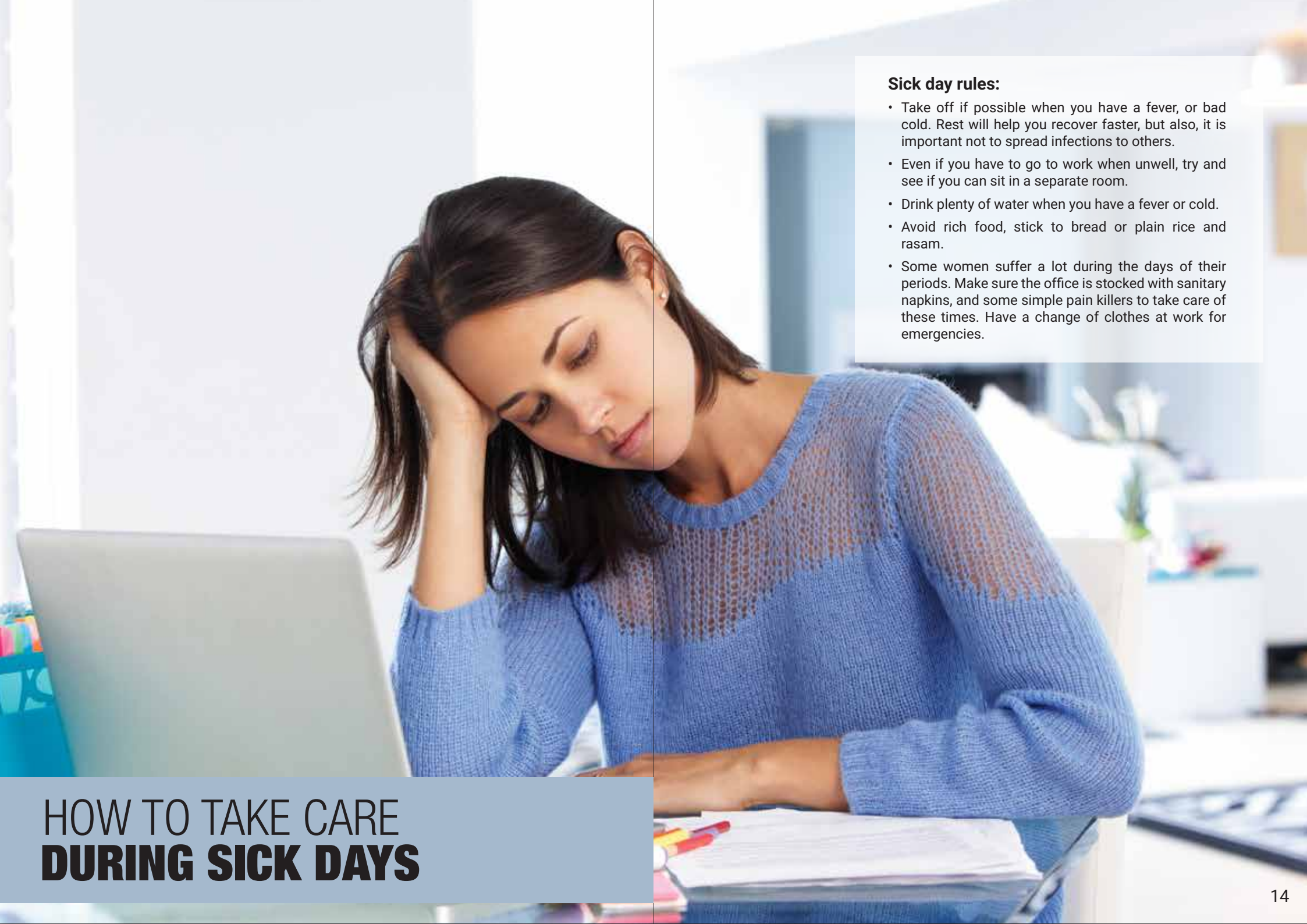
HOW TO AVOID COMPUTER EYE STRAIN AND KEEP YOUR EYES HEALTHY



See healthy:

Staring at a bright screen for long periods of time can put excess strain on your eyes. This can lead to irritation and headaches. Follow these simple tips to ensure your eyes do not strain excessively:

- Have a proper eye exam once a year.
 - Use proper lighting. Avoid excess glare from overhead lights, or excess glare from outside as much as possible.
 - Minimise glare from your computer screens by reducing the display brightness.
 - If possible, make sure your computers have LCD screens, with anti-reflective coating.
 - Your glasses can be coated with anti-reflective coating to reduce excess light reflecting off the glass lens, and this helps to reduce glare.
 - Blink frequently. To reduce your risk of dry eyes during computer use, try this exercise: Every 20 minutes, blink 10 times by closing your eyes as if falling asleep (very slowly). This will help rewet your eyes.
 - Another cause of computer eye strain is focusing fatigue. To reduce your risk of tiring your eyes by constantly focusing on your screen, look away from your computer at least every 20 minutes and gaze at a distant object (at least 20 feet away) for at least 20 seconds. Some eye doctors call this the "20-20-20 rule." Looking far away relaxes the focusing muscle inside the eye to reduce fatigue.
 - Another exercise is to look far away at an object for 10-15 seconds, then gaze at something up close for 10-15 seconds. Then look back at the distant object. Do this 10 times. This exercise reduces the risk of your eyes' focusing ability to "lock up" (a condition called accommodative spasm) after prolonged computer work.
- Both of these exercises will reduce your risk of computer eye strain. Also, remember to blink frequently during the exercises to reduce your risk of computer-related dry eye.
- Place pages on stand in front of you adjacent to the monitor, so you do not have to keep looking back and forth.
 - Make sure your computer and chair are positioned properly, so that your eyes are about 10-15 degrees above the center of the screen. The screen should be 24 inches from your face.



Sick day rules:

- Take off if possible when you have a fever, or bad cold. Rest will help you recover faster, but also, it is important not to spread infections to others.
- Even if you have to go to work when unwell, try and see if you can sit in a separate room.
- Drink plenty of water when you have a fever or cold.
- Avoid rich food, stick to bread or plain rice and rasam.
- Some women suffer a lot during the days of their periods. Make sure the office is stocked with sanitary napkins, and some simple pain killers to take care of these times. Have a change of clothes at work for emergencies.

HOW TO TAKE CARE DURING SICK DAYS

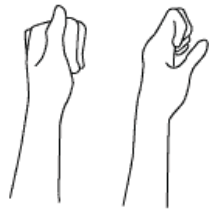
SIT **HEALTHY**



(Fig 1a)



(Fig 1b)



(Fig 1c)



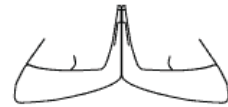
(Fig 2)



(Fig 3)

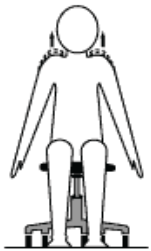


(Fig 4)

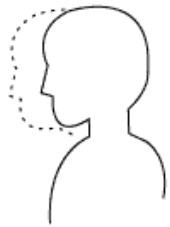


(Fig 5)

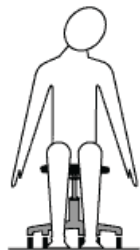
STRETCHES FOR **NECK & SHOULDERS**



(Fig 1)



(Fig 2)



(Fig 3)



(Fig 4)

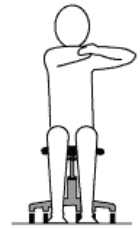


(Fig 5)

IMPROVE YOUR STRENGTH AND FLEXIBILITY **WITH A SIMPLE STRETCH**



(Fig 1)



(Fig 2)



(Fig 3)



(Fig 4)



(Fig 5)



(Fig 6)



(Fig 7)



ABOUT CII's INDIAN WOMEN NETWORK (IWN)

CII launched the Indian Women Network (IWN) for Career Women in 2013. The Indian Women Network is an engaging and effective networking model for professional women. IWN works towards enabling women become better professionals and achievers in their respective fields. Today's business demands require not only core competence but also continuous and comprehensive learning, adapting to worldwide best practices, cater to domestic markets with global standards and competition. IWN also recognizes the importance of nurturing women's health and well-being in a holistic manner to bring about a "good work-life balance" thereby contributing to social inclusiveness, economic growth & development of the country. IWN's services focus on a) Learning & Development b) Health & Well-being c) Policy & Advocacy.

On the whole, IWN is a platform that provides learning and knowledge enhancement programmes, training, skills development, mentorship & networking opportunities. It is an environment of likeminded career women to share experiences, overcome challenges and provide solutions.

CII's Indian Women Network (IWN), Southern Region Prof. C K Prahalad Centre

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Confederation of Indian Industry

The Confederation of Indian Industry (CII) works to create and sustain an environment conducive to the development of India, partnering industry, government, and civil society, through advisory and consultative processes.

CII is a non-government, not-for-profit, industry-led and industry-managed organization, playing a proactive role in India's development process. Founded in 1895, India's premier business association has around 8000 members, from the private as well as public sectors, including SMEs and MNCs, and an indirect membership of over 200,000 enterprises from around 240 national and regional sectoral industry bodies.

CII charts change by working closely with government on policy issues, interfacing with thought leaders, and enhancing efficiency, competitiveness and business opportunities for industry through a range of specialized services and strategic global linkages. It also provides a platform for consensus-building and networking on key issues.

Extending its agenda beyond business, CII assists industry to identify and execute corporate citizenship programmes. Partnerships with civil society organizations carry forward corporate initiatives for integrated and inclusive development across diverse domains including affirmative action, healthcare, education, livelihood, diversity management, skill development, empowerment of women, and water, to name a few.

In its 120th year of service to the nation, the CII theme of Build India - Invest in Development: A Shared Responsibility, reiterates Industry's role and responsibility as a partner in national development. The focus is on four key enablers: Facilitating Growth and Competitiveness, Promoting Infrastructure Investments, Developing Human Capital, and Encouraging Social Development.

With 66 offices, including 9 Centres of Excellence, in India, and 9 overseas offices in Australia, Bahrain, China, Egypt, France, Germany, Singapore, UK, and USA, as well as institutional partnerships with 312 counterpart organizations in 106 countries, CII serves as a reference point for Indian industry and the international business community.

Confederation of Indian Industry SOUTHERN REGION

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