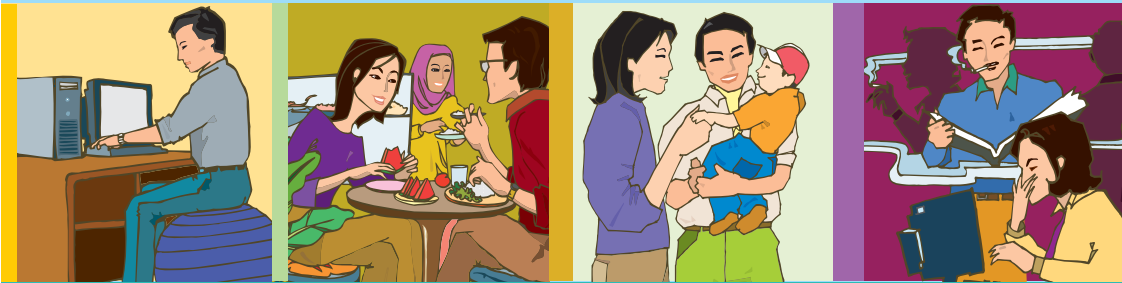


BE HEALTHY FOR LIFE



Do Physical Activities
Healthy Eating
Manage Stress Smartly
Do Not Smoke

DO PHYSICAL ACTIVITIES

Physical activity is defined as any body movement that uses energy.

Physical activity is important to maintain and increase physical fitness as well as to reduce the risk of various diseases.

PHYSICAL ACTIVITY THE BASIS OF WELL BEING

- Improve health status and quality of life
- Contribute towards physical fitness and a healthy mind
- Helps to reduce the risk of various diseases due to a sedentary lifestyle such as:



- Coronary heart disease
- Stroke
- High Blood Pressure
- Diabetes
- Obesity
- Arthritis
- Osteoporosis

BENEFITS OF PHYSICAL FITNESS

Develops cardiovascular and muscular endurance

- Helps the heart, lungs and the blood circulation system to be healthy
- Makes you more energetic
Example: brisk walking, jogging, cycling, swimming, playing games and aerobics

Develops muscular strength and endurance

- Strengthen muscles and bones
- Improves posture
- Prevents bone diseases like osteoporosis
Example: climbing stairs, lifting and carrying things, push-ups and sit-ups

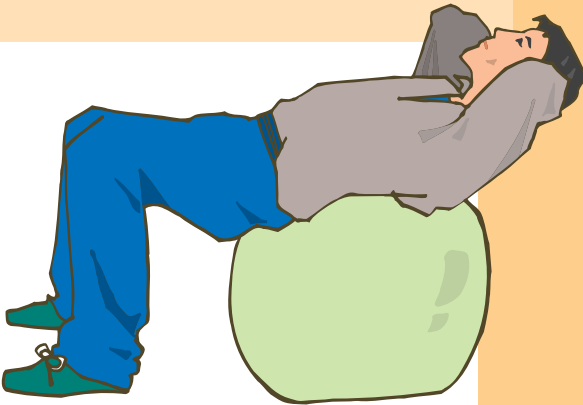
Develops flexibility

- Helps body movement
- Relaxes the muscles
- Eases movement of joints
Example: stretching exercises, cleaning the floor, tai-chi and yoga

PHYSICAL ACTIVITY BENEFITS THE

ORGANIZATION

- Increases productivity
- Develops team spirit
- Develops a harmonious environment
- Helps achieve the vision and mission of the organization



FIT AND ACTIVE WORKERS:

- More healthy and competitive
- Able to increase performance, quality of work and productivity
- Increase self confidence
- Greater mental stability and ability to control stress
- More motivated and able to think positively

BE ACTIVE AT WORK PLACE

Do physical activities at the work place each day

Take a break from work (x-break) to do moderate physical activities for few minutes each time until it accumulate to 30 minutes per day

Example:

- brisk walking for 10 minutes each time
- walk while carrying things for 5 minutes each time
- light exercises using a fitball
- skipping rope for a few minutes



2 Do physical activities during break time

Example: Stretching exercises



3 Do Deep Breathing Exercises 5-10 times per session every two hours

4 Use a fitball as a chair at the work place



BE ACTIVE AT WORK PLACE

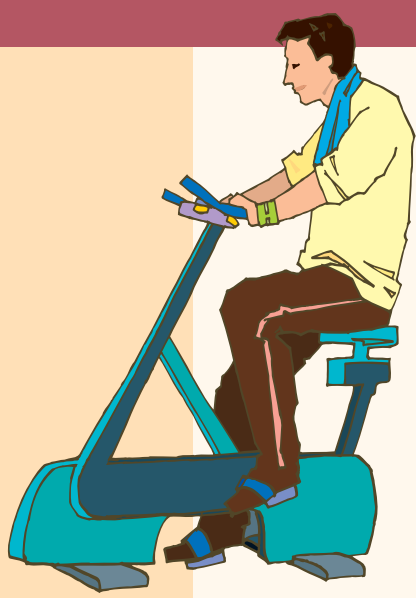
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Use the stairs instead of lift at work place



6

Increase stretching and calisthenics exercises



7

Join physical activities like aerobic exercise



8

Use facilities provided for sports and exercise

Example: Gymnasium and Jogging track

EXERCISE CORRECTLY TO AVOID INJURIES

Follow the 4 phases of exercise :

PHASE 1

Warm-up
(5-10 minutes)

Activities include :

- Relaxing exercises to loosen up muscles
- Stretching exercises

PHASE 2

Aerobics
(At least 15 minutes)

Example:

Brisk walking,
Jogging



PHASE 3

Muscular conditioning
(5-10 minutes)

This phase involves activities that improve muscular strength and endurance

Example: Sit-ups, push-ups, half-squat, heel raiser



PHASE 4

Cool-down
(5-10 minutes)

Do not stop exercising immediately as it will hurt your muscles

ACTIVITY PYRAMID

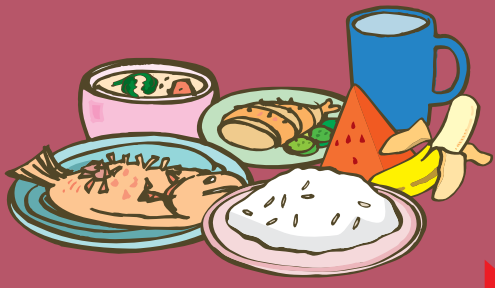


- If you have been living an inactive and sedentary lifestyle, start doing physical activities in stages.
- Do moderate physical activities at least 30 minutes a day, most of the days in a week.

It has been scientifically proven that you don't have to do vigorous physical activities to achieve health benefits (USDHHS,

HEALTHY EATING

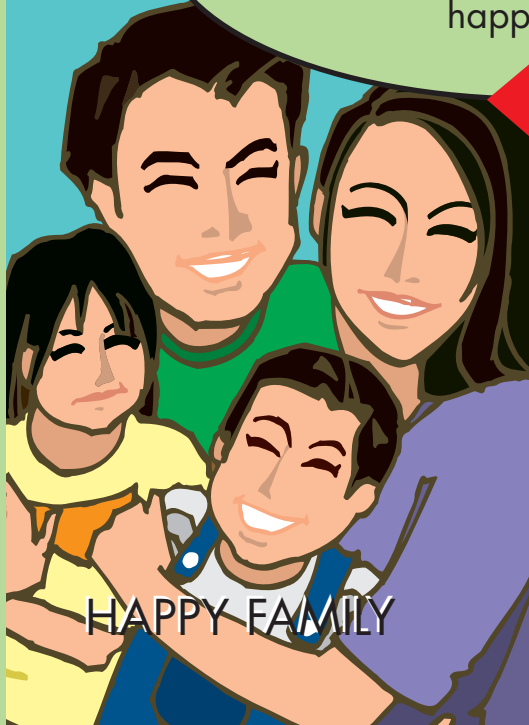
BALANCED DIET



HEALTHY WORKERS

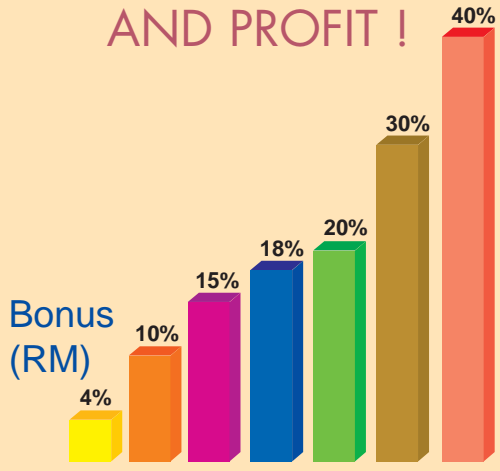
- Hardly take sick leave
- Less accidents

Healthy eating practices contribute towards optimal health that increases workers productivity, morale and happiness.



HAPPY FAMILY

INCREASE PRODUCTIVITY AND PROFIT !



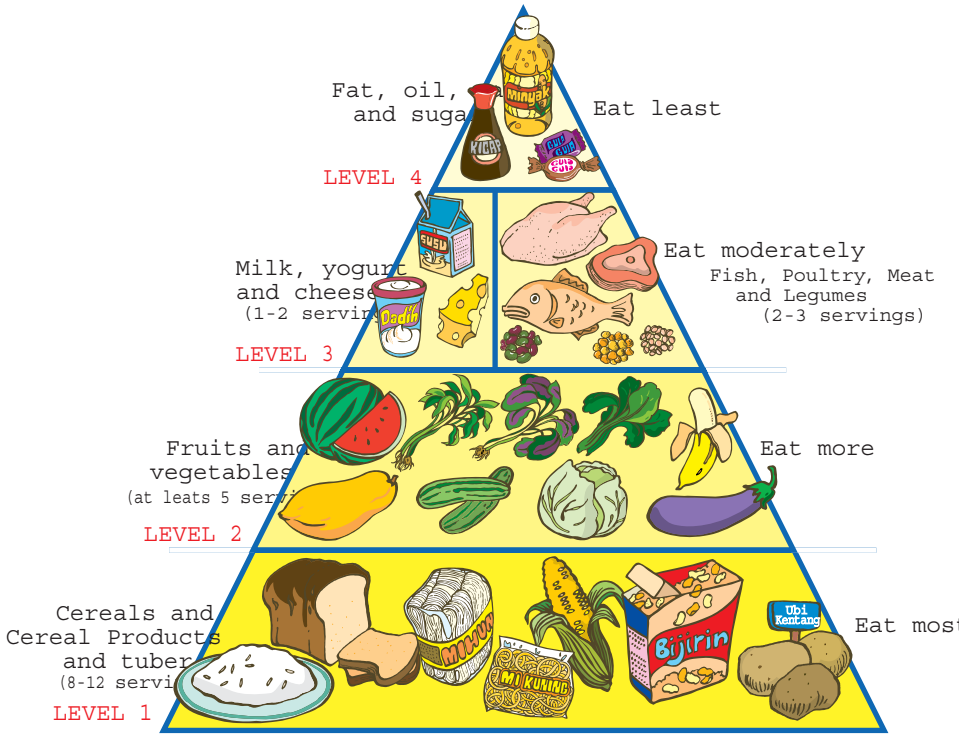
PRACTICE HEALTHY EATING AT YOUR WORK PLACE

FOLLOW THESE 7 SUGGESTIONS:-

1. Eat variety of food based on the Malaysian Food Pyramid.
2. Food intake and physical activities should be balanced accordingly to achieve your healthy body weight.
3. Eat fruits and vegetables at each meal.
4. Eat whole grains, legumes, nuts and cereals as part of your daily meals.
5. Limit and reduce fried and fatty food.
6. Choose food and drinks which contain less sugar.
7. Choose clean eateries and safe food.



EAT VARIOUS TYPES OF FOODS BASED ON THE MALAYSIAN FOOD PYRAMID



Malaysian Food Pyramid

EAT FRUITS AND VEGETABLES DURING EACH MEAL

SERVING SIZE BASED ON THE MALAYSIAN FOOD PYRAMID

One serving of cereals, cereal products and tubers

1 slice of wholemeal bread
or

1/2 cup cooked rice
or

1/2 cup soaked beehoon/
mee/pasta
or

1/2 side plate size chapatti
or

1 cup plain rice porridge
or

1/2 cup ready to eat
breakfast cereal
or

1 medium size potato
or

3 plain biscuits - cream
crackers

One serving of fruits and vegetables

1/2 cup cooked dark green
leafy vegetables with
edible stem
or

1/2 cup cooked fruit or root
vegetable
or

1/2 medium size guava
or

1 small or medium size
orange, pear, apple
or

1 medium size banana
or

1 slice papaya,
watermelon, pineapple

SERVING SIZE BASED ON THE MALAYSIAN FOOD PYRAMID

One serving of fish, poultry, meat and legumes

1 medium size chicken drumstick

or

1 medium size ikan kembong

or

2 matchbox size lean meat

or

5 tablespoons headless ikan bilis

Note:

1 matchbox size lean meat = 1 medium size egg

= 1 piece tempeh

= 1 hard taukua

= 2 tablespoons peanut butter

= 1/2 cup dried legumes / beans

= 4 tablespoons shelled small prawns

One serving of dairy products

1 glass of milk *

1/2 cup of yogurt

1 slice of cheese

Note:

* Preferable low fat milk

KNOW YOUR BODY MASS INDEX

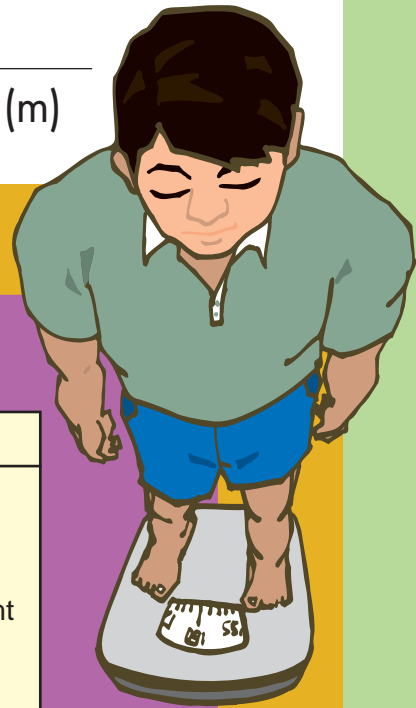
Body Mass Index (BMI)

is an indicator that shows whether a person is underweight, normal, overweight or obese.

BMI can be used to determine whether you are practicing a healthy eating habit or otherwise.

Use the following calculation to calculate your BMI :

$$\text{BMI} = \frac{\text{Weight (kg)}}{\text{Height (m)} \times \text{Height (m)}}$$



If your BMI is	You are
Less than 18.5 Underweight	
18.5 to less than 25	Healthy weight
25 to less than 30	Overweight
30 and above	Obese

BALANCING PHYSICAL ACTIVITY AND FOOD INTAKE

- Balance your food intake with physical activities correctly to achieve your ideal body weight
- If your body weight is normal, your food requirements are as below, depending on your activity level.

Guide to food intake according to types of physical activities

Food Group Based On The Malaysian Food Pyramid	Physical Activity Level		
	Light (mainly sitting and less walking activities)	Moderate (mainly walking, less sitting and some physical activities)	Vigorous (mainly walking, less sitting and a lot of physical activities)
Cereals, cereal products and tubers	8 servings	11 servings	12 servings
Fruits and vegetables	5 servings	5 servings	5 servings
Fish, poultry, meat and legumes	2 servings	3 servings	3 servings
Milk and dairy products	1-2 servings	1-2 servings	1-2 servings

HEALTHY CHOICE

Eat fruits and vegetables during each meal

- Eat at least 1/2 a cup of vegetables during each meal
- Eat at least one type of fruit during each meal
- Eat different types of vegetables and fruits
- Take meal which contain fruits and vegetables (Example: *nasi kerabu*, *nasi ulam*, fruit pudding, fruit / vegetable salad, vegetable salad with peanut sauce)
- Eat fruits as a snack
- Eat more *ulam* and salad

Eat whole grains, legumes, nuts and cereals

- Eat whole grain based food for breakfast like oats, corn and chapatti
- Choose bread, pita bread and whole grain breakfast cereal and biscuits
- Replace or mix white rice with brown rice
- Eat legume-based food like bean curd, soya bean cake and roasted nuts a few times a week
- Eat legumes/cereal a few times a week. (example: basil or cakes with sesame seed sprinkles)

HEALTHY CHOICE

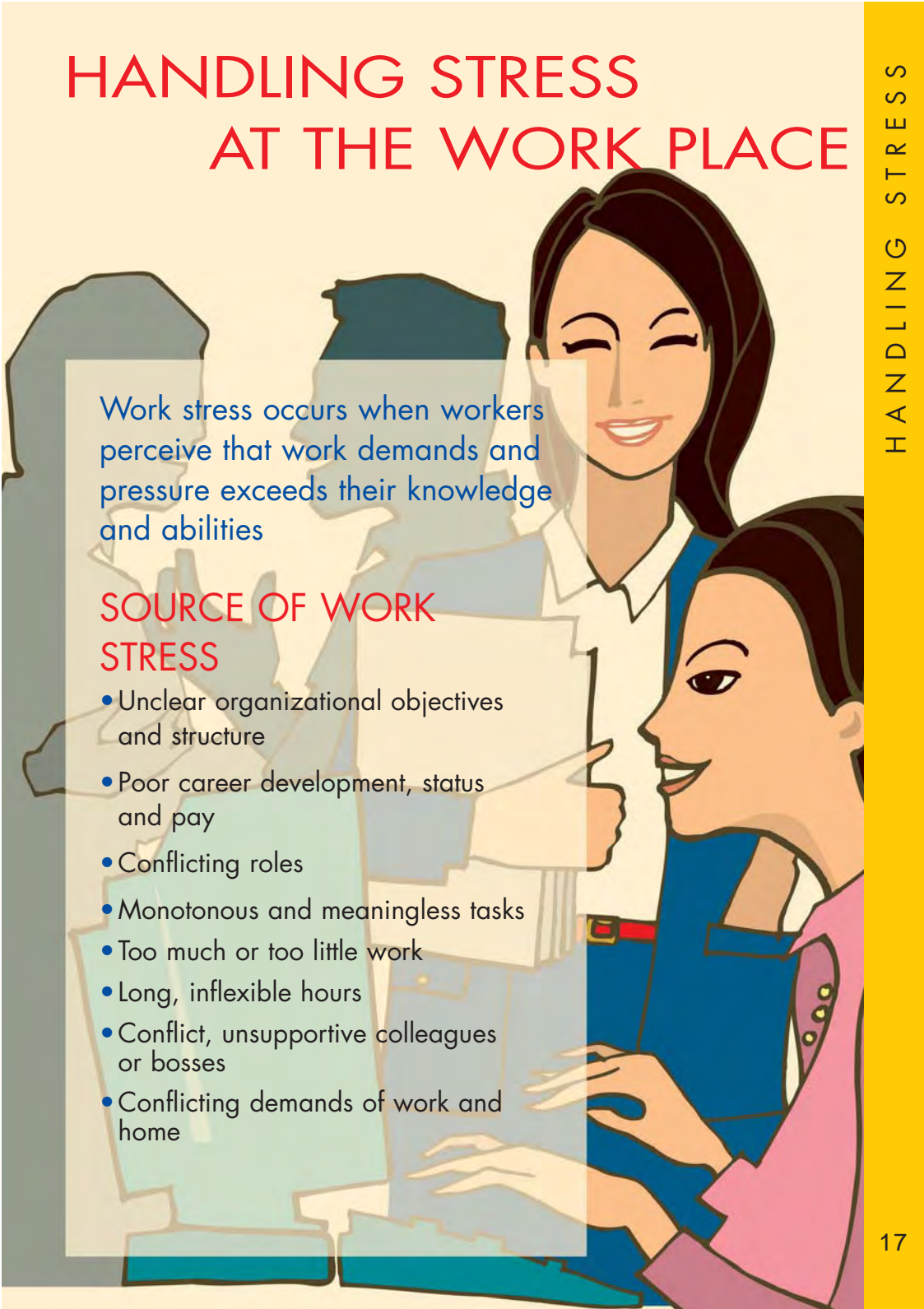
Limit and reduce fried and fatty food

- Limit the intake of fried food
- Choose food that are low in fat
- Reduce the intake of greasy sweet cakes
- Eat lean skinless chicken and beef
- Choose food with low saturated fat and cholesterol content

Choose food and drinks with less sugar

- Limit the intake of sweet and sugared food
- Reduce sweet and carbonated drinks
- Use the eating information panel to compare the amount of sugar between different products
- Use artificial sweeteners sparingly

HANDLING STRESS AT THE WORK PLACE



Work stress occurs when workers perceive that work demands and pressure exceeds their knowledge and abilities

SOURCE OF WORK STRESS

- Unclear organizational objectives and structure
- Poor career development, status and pay
- Conflicting roles
- Monotonous and meaningless tasks
- Too much or too little work
- Long, inflexible hours
- Conflict, unsupportive colleagues or bosses
- Conflicting demands of work and home

UNHAPPINESS

FRUSTRATION

IRRITABILITY

FEELING OF ANGER OR RESENTMENT

FEELING OF HOPELESSNESS

EXCESSIVE WORRIES

LACK OF MOTIVATION

POOR CONCENTRATION

SYMPTOMS OF WORK STRESS

INDECISIVENESS

LOSS OF INTEREST

TIREDFNESS

SLEEP PROBLEMS

AGGRESSIVE BEHAVIOUR

EXCESSIVELY SMOKING

ALCOHOL AND SUBSTANCE ABUSE

HEADACHE OR BODY ACHES

WORKERS CAN LEARN TO MANAGE WORK STRESS

1 Foster social support within the work place

- Be friends to your colleagues
- Share your problems with a trusted person



2 Practise rational and positive thinking

Negative or irrational thoughts, beliefs or feelings often lead to misinterpretations. If this occurs:

- Do not allow the misinterpretations to affect your feelings and actions
- Check your facts to see if your interpretation of events is accurate
- Replace irrational and negative thoughts with ones that are more consistent with the facts.

3 Communicate effectively

- Be a good listener
- Communicate in an assertive manner
- Express your ideas in a clear, direct and firm manner
- Respect other person's opinion
- Use facts, not judgement



4. Handle criticism well

- When you are being criticised :
 - Stay relaxed
 - Decide what to believe
- If the criticism is constructive and accurate:
 - Accept it
 - Take the appropriate actions
- If the criticism is inaccurate and hurts your feelings:
 - Get more information
 - Correct the misperception

5 Learn effective anger management

3 important steps :

- **Stop :**
acknowledge that you are angry and cool down
- **Think :**
organize your thoughts
- **Do :**
cope with the problem



6 Deal with your problems effectively

When you perceive that the situation can be changed, use the IDEAL technique.

- **I :** Identify the problem
- **D :** Describe possible options
- **E :** Evaluate pros and cons
- **A :** Act based on the best possible option
- **L :** Learn from the process

When you perceive that the situation cannot be changed, learn to deal positively with your emotions by sharing your feelings with trusted ones, saying a prayer, etc.

7 Practise good time management

- Acknowledge that you have only 24 hours a day
- List your tasks and prioritise them
- Learn to delegate effectively



8 Practise a healthy lifestyle

- Exercise regularly
- Eat healthily
- Do not smoke
- Make time for leisure and recreation
- Learn to relax (music, meditation, etc.)

QUIT SMOKING - THE SMART AND REWARDING MOVE

SMOKING REDUCES PRODUCTIVITY

Absenteeism is more common among workers who smoked for various reasons especially health reason

Workers who smoked fall sick more often than workers who do not smoke

Workers who smoke take 23% more sick leave than non smokers

Workers who smoke take more time off then non smokers

Smokers who smoked will take about 10 minutes to smoke a cigarette. If he repeats it 9 times per day, it means that in a week one whole working day will be wasted

Smokers tend to make mistakes more often, hence affecting the quality and quantity of the product produced

Cigarette butts strewn indiscriminately by smokers may cause fire at the work place

Productivity of non-smokers are also affected because of exposure to passive cigarette smoke



Studies showed that there was negative interaction between workers who smoke and those who do not smoke. This resulted in reduced performance of both.

The estimated cost of smoking in Malaysia, on the basis of 4 million current smokers, is about RM20 billion a year.

Studies done in Canada in 1995 showed that the total cost borne by employers for each smoker is about C\$2,565 or RM7,002.45. The details are as follows:

Cost Elements	Cost for each smoker
Absenteeism	C\$230 (RM 627.90)
Reduced Productivity	C\$2,175 (RM 5,937.75)
Life Insurance	C\$75 (RM 204.75)
Smoking Area	C\$85 (RM 232.05)
Total	C\$2,565 (RM 7,002.45)

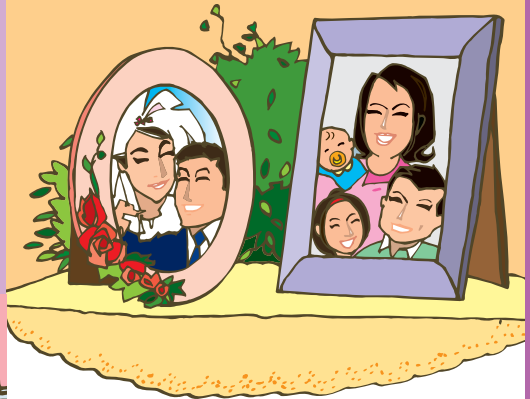


HAZARDS OF SMOKING

Self

HAZARDS OF SMOKING

To The Person Whom You Love



HAZARDS OF SMOKING

To Friends and Organizations



ADVANTAGES OF NOT SMOKING OR QUIT SMOKING



- Risk of acquiring all kinds of dangerous diseases is low
- Able to breathe in better, no foul smell, more active
- More stamina to participate in physical activities
- Avoid poisoning your body
- Save money
- Protects the environment
- Atmosphere at home and working place is more comfortable as it is free from cigarette smoke
- Fertility back to normal
- Erectile dysfunction back to normal

GUIDE

TO QUIT SMOKING

1
Make a decision
to quit

2
Decide when
to quit

3
Set the date

4
Have confidence

5
Write a note
as a reminder

6
Say "I am not
a smoker"

7
Always think
positive

8
Get support

9
Fight the urge of
smoking -
practice the
12 D guide

10
Use nicotine
replacement
therapy (NRT)

11
Receive
treatment from
Quit-smoking
clinics

12
Prepare for your
daily life without
cigarettes



12D PRACTICES

TO QUIT SMOKING

1
Delay
smoking

2
Drink a lot
of water

3
Deep breaths

4
Do
something

5
Distant yourself
from smokers

6
Do chew
something

7
Do wash your
hands

8
Do bathe
frequently

9
Do stretching
exercises

10
Do meditation

11
Distract yourself
from situations
which encourage
smoking

12
Do pray

STRESS, AN INACTIVE LIFESTYLE & SMOKING COMES AT A HIGH COSTS FOR

WORKERS AND
ORGANIZATION:

Stress, an inactive lifestyle and smoking lead to negative effects

• Increased

- Absenteeism
- Medical Costs
- Employee Turnaround
- Accident rates and unsafe practices
- Customer complaints
- Risks of claims payment and legal action

• Lower
productivity
and efficiency

• Creates a bad
image for the
organization