



# HEALTHY WORKERS INCREASE PRODUCTIVITY



## BE ACTIVE AT THE WORK PLACE

### PHYSICAL ACTIVITY

- Easy To Do
- Anytime
- Anywhere
- It's Fun

Guide to carry out physical activities at the work place:-

- Do 5-10 minutes of light exercises (X-Break) every two hours.
- Deep Breathing Exercises, 5-10 times per session every two hours.
- Take a walk as a short break after sitting for 1-2 hours.
- Use the stairs instead of elevators.
- Do regular stretching and callisthenic exercises.

- Do physical activities during break time.
- Join organized physical activities like aerobic exercise.
- Maximize the usage of sports and exercise facilities provided.

### 6 BENEFITS OF PHYSICAL ACTIVITY

- Helps you remain healthy and fit
- Increases work performance and productivity
- Enhances work quality
- Develops team spirit
- Develops teamwork and a harmonious working environment
- Controls and reduces stress

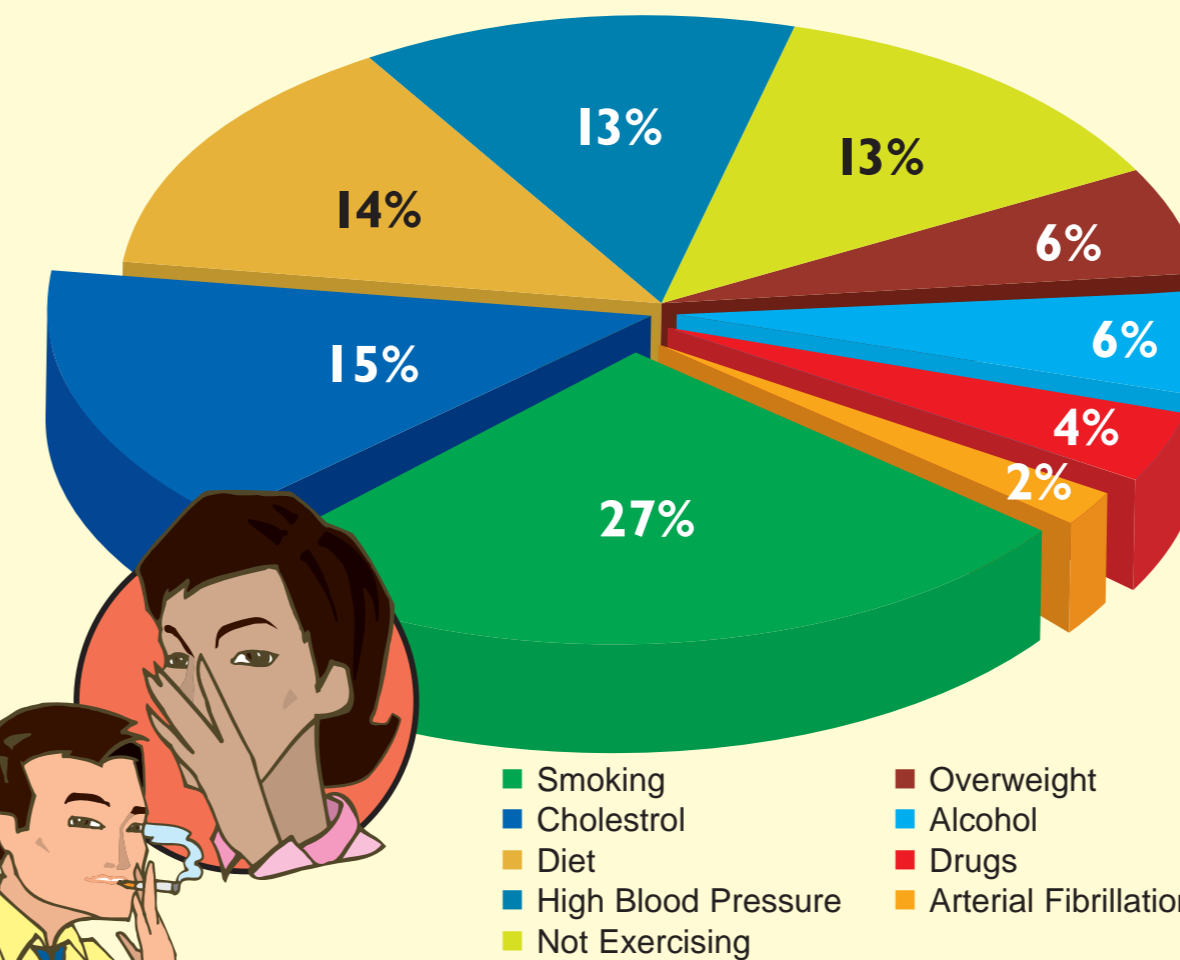


## EAT HEALTHY FOOD

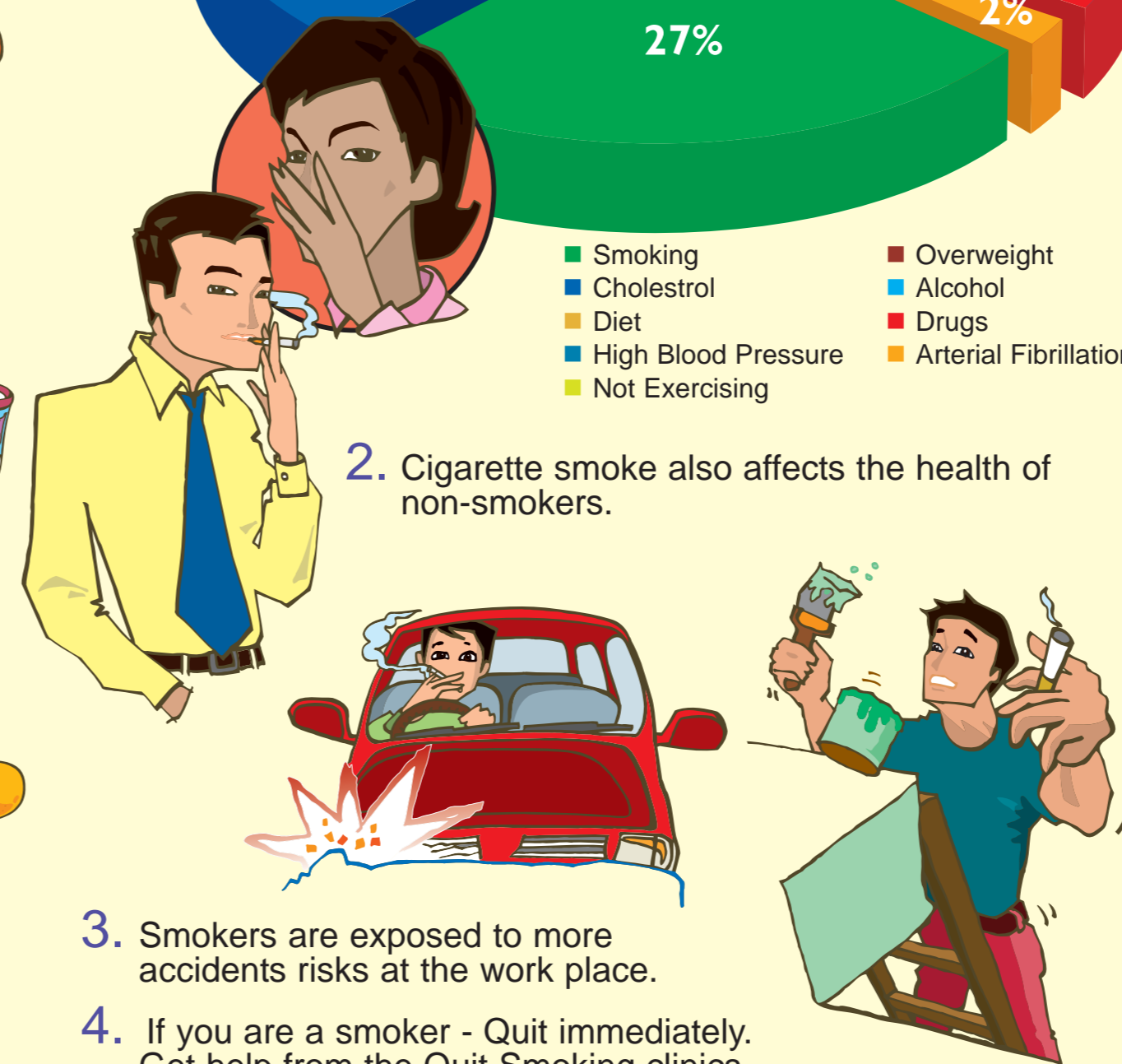
REDUCE	CHOOSE
Gassy drinks, syrup, <i>teh tarik</i> 	Low fat milk, plain water, fresh fruit juices 
Fried chicken/fish, fast food (burger, chips, fried chicken, beef <i>rendang</i> ) 	Steamed, roasted, boiled chicken / fish 
Vegetables in coconut milk gravy, brinjal curry 	Lettuce, cucumber, tomato, vegetable salad, vegetable soup 
Biryani rice, fried kway teow, fried mee 	White rice, rice porridge, soup mee 
Ice cream, stewed banana, ABC, candies, chocolates 	Fresh fruits, low fat yoghurt 
<i>Roti canai</i> , <i>roti telur</i> , <i>murtabak</i> 	Plain <i>thosai</i> , chapatti, whole grain bread 
Chips, <i>muruku</i> , salted peanuts 	Fresh fruits, boiled chickpeas, boiled corn (without margarine, salt, sweet condensed milk) 
Curry puffs, fried bananas, popia, cream-filled biscuits 	Sandwiches, steamed cakes, non-fried egg rolls, steamed dumplings, whole grain biscuits 

## FREE YOURSELF FROM CIGARETTES

1. Smoking is the biggest death risk factor that can be prevented.



2. Cigarette smoke also affects the health of non-smokers.



3. Smokers are exposed to more accidents risks at the work place.

4. If you are a smoker - Quit immediately. Get help from the Quit Smoking clinics.

5. If you are a non-smoker - Avoid cigarette smoke.

## MANAGING WORK STRESS SMARTLY

**WORK STRESS** occurs when workers perceive that their work demands and pressure exceed their knowledge and abilities.

### SOURCES OF WORK STRESS

- Unclear organizational objectives and structure
- Career development, status and pay
- Conflicting roles
- Monotonous and meaningless tasks
- Too much or too little work
- Long, inflexible hours
- Unsupportive colleagues or bosses
- Interpersonal conflict
- Conflicting demands of work and home

### STEPS TO MANAGE WORK STRESS

- Foster social support within the workplace
- Practice rational and positive thinking
- Communicate effectively
- Handle criticism well
- Learn effective anger management
- Deal with your problems effectively
- Practise good time management
- Learn to relax
- Practise a healthy lifestyle

