

PHYSICAL ACTIVITY GUIDE & TOOLKIT FOR THE WORKPLACE



MINISTRY OF HEALTH AND WELLNESS
PHYSICAL ACTIVITY GUIDE TOOLKIT
FOR THE WORKPLACE

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SECOND EDITION

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Join the Move for Health and Wealth:
Physical Activity Guide and Toolkit for the Workplace Wellness Programme



This is a simple guide and toolkit for implementing a physical activity programme

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ACKNOWLEDGEMENT

The Physical Activity Guide and Toolkit for the Workplace was developed with the kind assistance of stakeholders who have collaborated with the Ministry of Health and Wellness in promoting population-wide physical activity.

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Regional Health Authorities

With special thanks to:

Dawn Walters, MPH; Damion Scott, MPH; Jullian -Jackson Scarlet, MSc

We are thankful to the assistance of following Organizations:

Pan American Health Organization, Jamaica
Ministry of Culture, Gender, Entertainment and Sport
Physical Education & Sports Department, Mico University
G.C. Foster College of Physical Education and Sports
Human Resource Management of Jamaica
Essential Medical Services
Billy Craig Insurance (Western Branch)
Falmouth Hospital

Ministry of Labour and Social Security (Western Branch)
Rural Agricultural Development Authority (RADA) (Western Branch)
National Water Commission (Western Branch)
Sandals Resort (Western Branch)

EXECUTIVE SUMMARY

Physical Activity at the Workplace

Workplaces will experience many cost benefits when they invest in physical activity programmes for their staff. Research has shown that the benefits that the individual employee receives will be reflected in increased productivity, reduced absenteeism and reduced staff turn-over to name a few (UK Health and Safety Executive 2004).

Getting Started

This section addresses the structure that needs to be in place at a company for the physical activity programme or any work place wellness programme to begin and be sustained. It looks at finding out the needs of the individuals as it relates to physical activity and the resources needed for the programme. The section also highlights the ways in which the persons with special needs can still be accommodated in a physical activity programme.

Programme Design

The design of the programme is based on information received from the staff and the type of resources that will be invested in the programme. The programme should be marketed to all staff and having begun, it should be carefully monitored and evaluated.

Toolkit

This comprises useful and relevant information sheets, as well as forms to be filled out, that will help individual employees assess their own health status.

BACKGROUND

According to the World Health Organization, Non-communicable Diseases (NCDs) are the major causes of mortality and morbidity worldwide, and is the main cause of premature deaths in the 30-70 year age group (Global Action Plan for the Prevention and Control of Non-communicable Disease 2013-2020).

Non Communicable Disease is the leading cause of death and disability in the Caribbean. Approximately 60% of deaths in the Caribbean population can be attributed to NCDs. In Jamaica, NCDs are the number one contributor of morbidity and mortality. The four common underlying behavioural risk factors for these diseases are: tobacco use, harmful use of alcohol, unhealthy diet and physical inactivity (Jamaica National Strategic and Action Plan for the Prevention and Control of Non-communicable Diseases, 2013).



INTRODUCTION

Physical activity is body movement that allows the body to utilize energy. Regular physical activity plays a vital role as a protective and preventive factor for health and wellbeing and is critical in the management and reduction of chronic non-communicable disease. It can reduce global mortality by at least 6%, reduce ischemic heart disease by 30%, diabetes by 27%, breast, and colon cancer 21-25% physical activity burns fat, helps to maintain a healthy weight and it reduces stress. (Global Recommendation on Physical Activity for Health: World Health Organization 2010). It also contributes to the prevention of other health conditions such as overweight and obesity, improved mental health, delay in the onset of dementia and improved overall quality of life.

According to Global Action Plan on Physical Activity 2018-2030, globally, physical inactivity was estimated to cost (USD) 54 billion in direct health care, in 2013, of which 57% was incurred by the public sector and an additional 14 billion is attributable to lost productivity (17). Worldwide, 23% of adults and 81% of adolescents (aged 11–17 years) do not meet the WHO global recommendations on physical activity for health.

A company, that provides the resources and programmes that promote increased physical activity will enable its staff to live healthier and longer. Investing in employees' health will help increase the wealth of the company as employees' health is directly related to the costs of sick leave and absenteeism. It is therefore a benefit to the company when employees are encouraged to live an active life while at work. A physical activity programme can also build positive rapport and enhances staff morale.

The Jamaica Health and Lifestyle, Survey III 2016-2017 showed eighty two percent (82%) of Jamaicans engaged in low physical activity, sixteen percent (16%) in moderate activity (minimum World Health Organization recommendations) and two (2%) high activity. This did not differ for age and sex. Fifty two (52%) had made no attempt to increase their physical activity level within the last year.

There are several other factors that contribute to physical inactivity. These factors include urbanization, increased access to technology and the media. As a result of these changing social values and behavioural practices, individuals are forced to live in a highly-paced, stressful environment which inevitably leads to a sedentary lifestyle.

A comprehensive physical activity programme is one of the most cost effective measures that workplaces can put in place to aid in the reduction of the NCD burden. Increased evidence has demonstrated that many health benefits can be derived simply from becoming more physically active.



However, the greatest benefits come from engaging in a planned and structured physical activity programme. In light of this, the Ministry of Health and Wellness (in collaboration with the Regional Health Authorities and other key stakeholders) has developed this resource guide to provide employers with basic information to assist in the development and implementation of structured physical activity programmes for employees. This guide seeks to address some critical areas that must be incorporated when planning and executing successful physical activity workplace programs.



SECTION

1

PHYSICAL ACTIVITY AND WORK





Physical Activity at the Workplace

Although companies continue to explore innovative ways to improve business, employees continue to spend most of their time at work, leaving very little time to incorporate physical activity in the rest of their day.

According to the World Health Organization, worldwide, a physical activity programme for staff lowers short term sick leave by 32%, lowers the cost of health care by 55% and improves productivity by 52%. A company that provides the resources and programmes that promote increased physical activity will enable its staff to live healthier and longer. Investing in employees' health will help increase the wealth of the company as employees' health is directly related to the costs of sick leave and absenteeism (Global Recommendations on Physical Activity for Health, World Health Organization 2010). It is therefore a benefit to the company when employees are encouraged to live an active life while at work. A physical activity programme can also build positive rapport and enhance staff morale.





Benefits of a Physical Activity Programme

Health Benefits for Employees

(2008 Physical Activity Guidelines for Americans)

- ✓ Improves concentration
- ✓ Reduces depression and anxiety
- ✓ Reduces stress
- ✓ Strengthens heart and lungs
- ✓ Lowers the risks of heart disease
- ✓ Assists in the management of blood pressure and diabetes
- ✓ Helps lower bad cholesterol in the blood
- ✓ Burns fat and helps in maintenance of a healthy weight
- ✓ Strengthens bones and reduces osteoporosis
- ✓ Increases energy
- ✓ Increases strength and flexibility



Recommendations

Children

- ✓ 3-5 years: at least 60 minutes of structured activities and several hours of free play daily.
- ✓ 6-17 years: at least 60 minutes of moderate to vigorous at least 5 days per week.
- ✓ They should do a combination of muscle strengthening and bone strengthening activities at least 3 days per week as a part of the 60 minutes.



Adult

- ✓ At least 30 minutes 5 days per week or an accumulation of 150 minutes per week to gain some health benefits.
- ✓ At least 60 minutes 5 days per week or an accumulation of at least 300 minutes 5 days per week if you want to lose weight.
- ✓ At least 60-90 minutes or an accumulation of at least 300-450 minutes 5 day per week if you are obese and want to lose and maintain weight.

There are a number of ways one can accumulate the recommended amount of physical activity each day. Example a 30 minutes physical activity session can be done in three 10 minute bouts throughout the day. In order for this to be effective each 10 minutes bout must be done continuously each time. Choose a method that best fits into your daily routine that you can achieve.



Adults 65 years and above:

- ✓ Should do at least 30 minutes of moderate-intensity aerobic activity five days per week or do at least 25 minutes of vigorous-intensity aerobic physical activity at least three days per week.
- ✓ Aerobic activity should be performed in bouts of at least 10 minutes duration. For additional health benefits, activity should be done at moderate-intensity at 60 minutes five days per week, or engage in 30 minutes of vigorous-intensity aerobic physical activity five days per week this can be a combination of moderate- and vigorous-intensity activity.



Cost Benefits for Employers

(UK Health and Safety Executive 2004)

- ✓ Improved productivity
- ✓ Fewer insurance and compensation claims
- ✓ Reduced absenteeism
- ✓ Decreased accidents
- ✓ Reduced staff turn-over
- ✓ Improved ability to cope with workplace changes
- ✓ Improved staff morale





Medical Approval

Although moderate physical activity such as brisk walking is safe for most people, the Ministry of Health & Wellness recommends that employees talk to their doctor before they participate in a physical activity programme if any of the following apply:

- ✓ History of heart disease, asthma, lung disease, diabetes, kidney disease or arthritis
- ✓ Pain or discomfort in the chest, neck, jaw or arms during physical activity
- ✓ Dizziness or fainting with exercise or exertion
- ✓ Shortness of breath with mild exertion
- ✓ Ankle swelling (especially at night)
- ✓ A rapid or pronounced heartbeat
- ✓ A heart murmur that has previously been diagnosed
- ✓ Lower leg pain when walking, which goes away with rest
- ✓ Male over age of 45 or females over the age 55
- ✓ Family history of heart disease before age 55 in men and age 65 in women
- ✓ Lack of exercise for three (3) months or more
- ✓ Overweight or obese
- ✓ High blood pressure or high cholesterol
- ✓ Impaired glucose tolerance
- ✓ Any underlying medical condition



SECTION

2

GETTING STARTED





Step 1: Management Support

Management support is critical in the success or failure of the programme. The managers must be the innovators and take a leading role in promoting the programme. They should actively participate in the various activities within the programme.



Step 2: Establish a Programme Committee

A successful physical activity workplace programme should be guided by a programme committee with specific roles. The committee should have representatives from various departments within the company. The members should have a passion for physical activity, and be willing to motivate and lead by example. The team will be responsible for the development, implementation and evaluation of the programme. Where technical expertise is lacking on the committee, the professional expertise of a personal trainer, physical education teacher or coach should be sought. They can assist with the development of the programme.



Step 3: Getting Staff to Participate

In order for the programme to be successful, it must meet the needs and interest of your staff. It is therefore critical that these be identified. This can be done by conducting an assessment through a simple survey such as telephone (including mobile phones) survey or Internet survey at your workplace. This should be done as a pre-implementation activity. Some critical information to find out are:

- ✓ Does staff know the importance of physical activity and health?
- ✓ Is staff interested in participating in a physical activity programme?
- ✓ What types of activities are staff interested in?

- ✓ What time of day would they like the programme to be offered (before, during or after work)?
- ✓ What are the preferred days and number of days per week (Mon, Wed, Fri 3 days per week or Tue, Thur 2 days per week)?
- ✓ What types of incentives would motivate them to participate?
- ✓ Will they pay for the programme in full or pay a portion?



Step 4: Identify Resources

Identify, list and cost all potential resources that will be needed for the physical activity programme. Three main areas to take into consideration are: the facility, equipment and the instructor for the programme.



Facilities

Ensure that there is an area that is available to accommodate various types of activities. Some examples are: large conference room, canteen or other areas that can be set up to facilitate various types of physical activities. A field, netball court or gym near the workplace can also be considered for activity. Map out the days and times these areas may be available to accommodate physical activity sessions.

If the workplace has a large contingent of workers with a small facility to accommodate a physical activity programme you can put other measures in place to ensure everyone has access and is able to participate in the programme. Some alternatives are: stagger the activities throughout the day, conduct the activities on a shift rotation, or offer a variety of activities that can be done at the facility. If the above mentioned cannot be facilitated, the company can provide membership to a gym that is near the workplace. If the company is small everyone should be targeted and encouraged to participate, or companies can also invite members of surrounding communities to join their programme.

Instructor

The next step is to identify an instructor who will be able to design a programme to meet the specified criteria. The success of the programme to a large extent will be determined by the instructor. It is critical to ensure that the instructor has the right qualification, for example, Physical Education Teacher, medical doctors, nutritionist, physiotherapist, certified personal trainers. The instructor should provide you with an outline of how he/she will develop and implement a successful programme. It is important that you discuss with the instructor how you will evaluate and monitor the success of the programme.





Physical Activity for Employees with Disabilities

Activity for the Disabled

Physical activity plays a vital role in the prevention of mortality and morbidity, however when planning workplace programmes some groups are often not taken into consideration. According to the U.S. Centers for Disease Control and Prevention (CDC) people with disabilities are less likely to participate in moderate physical activity, thus it is imperative that your programme be participatory, available to all employees and designed to meet the needs of everyone. The environment and facilities where physical activity sessions will be conducted should be attractive and accessible to employees, especially those with special needs.

Types of activities for persons with disabilities

Swimming: this can provide a full body workout. Water provides a natural resistance and there is no impact on the joints. Thus, it is a good activity for persons with osteoarthritis and other health conditions.

Chair workout: this type of activity can be used to increase flexibility and muscle strength. Extend arms or legs for as long as you can endure then return to starting position. Repeat in sets of 2 or 3. Light weights can also be added to increase muscle strength.

Dance: this is an activity that everyone can do, even the person who is blind, has 1 leg, no arm or is confined to a wheelchair. Everyone can move to the rhythm. All that is required is the music and the will power.

Stretch Break: take 1-2 minutes from the work occasionally and stretch the muscles.

Basketball/Netball: employees with a disability who are confined to wheelchairs can be a part of a basketball/netball team. The rules of the game may need some minor adjustments.

Wheeling: the wheelchair can be used as exercise equipment for persons with disabilities. For example: A person confined to a wheelchair should be encouraged to use their arms to push their chair for 1-2 minutes up and down the hallways 1 or 2 times each day. They can also be encouraged to participate in lunch time walks/ wheeling (if the sidewalks are wheelchair accessible) with other employees.



3

SECTION PROGRAMME DESIGN

CHECKLIST

- _____
- _____
- _____
- _____
- _____



Structured Physical Activity Programme

Now that you have information from your staff and you have identified an instructor, the next step is to develop a structured physical activity programme. This programme should contain a variety of activities driven by the needs and interests of the workers. Ideally, each physical activity session should last for at least an hour for a minimum of 3 days per week.

The following steps should be taken to ensure that the needs of staff are met:



Keeping Records for Participants

A system should be in place where a file is developed and stored for each participant. The files should be stored in a private area. No one should be allowed to view the files except the trainer, client and/or Director/Manager. Participants must be assured that their information will not be shared with anyone without their permission. Having a file on each participant will help him/her and instructor to record information and keep track of progress, making adjustments accordingly.



Assessment

A register should be taken to keep track of participants who attend physical activity sessions. This is important for monitoring and evaluation. It is essential that participants are properly assessed before engaging in any form of activity. See more on assessment under Physical Activity Tool Kit - Section 4.



Fitness Test

Following the assessment, a fitness test should be conducted for each participant. See Section 4.



Incentives

Having an incentive segment is a great way of motivating staff to participate in the programme. Incorporate staff ideas and choose incentives that are realistic and affordable. Having incentives as part of the programme will give staff an opportunity to work towards their goals. Competitions are a great way of integrating an incentive component. Ensure that the target set for gaining an incentive is within reach. This will allow the workers to stay motivated as they are able to reach the target.



Lunch Bag



Fitness tracker



Water bottle



Cellular Telephone

Companies should:

- ✓ Work out how many incentives will be awarded throughout the life of the programme
- ✓ Determine at what stage of the programme incentives will be awarded
- ✓ Establish what types of incentives will be awarded at the various stages
- ✓ Decide how often the incentives will be awarded
- ✓ Determine what are the criteria for getting an incentive

Examples of Criteria for Prizes

- ✓ A points system in which participants are awarded a prize for attending a specified number of sessions per week/months.
- ✓ Number of persons losing weight/inches on a monthly basis (healthy weight loss is 2 lbs per week)
- ✓ Person who attends the most sessions per month
- ✓ Persons who participate in all activities throughout the length of each session weekly/monthly
- ✓ Spot prizes during the session

Programme With Limited or No Resources

There are several other physical activity initiatives that the company can implement with limited or no resources.

Stretch Breaks

Encourage staff to take stretch breaks at their desk at varied intervals throughout the day.

Stair Climbing

Encourage employees to take the stairs instead of the elevator.

Desk Break

Take a 1 minute step from the desk and walk up and down the aisle/passage 3-5 times for the day.

Lunch Hour Stroll

Encourage staff to take walks during their lunch break.

No Elevator Day

Choose one day out of the week when the elevator will be closed and encourage staff to use the stairs, e.g. Every Wednesday is "Tek de Stairs Day".

Movement Corner

Identify an area/corner and assemble a 'mini gym' with simple equipment that can facilitate simple movements that staff can do with no supervision.

Equipment such as: hula hoop, mini trampoline, skipping ropes, Chinese skipping ropes, resistant bands, Body Mass Index (BMI) charts, scales etc. Encourage staff to take small breaks and use the station. Depending on the size of the company, it could be one station or a station in several departments. Assign a volunteer to monitor the area. Ensure a log is kept to indicate usage pattern by employee.

Friendly Competitions

Plan and organize a series of physical activities in the form of competitions that all staff members are able to participate in. This can be done on a weekly, monthly or quarterly basis with a final competition at the end of the year. Organize staff by units/division and have them compete against each other (dancing, skipping etc.).

Business House Competitions

Encourage staff to form teams (netball, volleyball, football, basketball etc.) and compete against each other.





Marketing Your Programme

Now that all the major ground work has been done, the next phase is to market the programme to staff. Various methods can be used to get this done. Some examples are: holding one on one meetings, one-to-one sharing, intranet, email, the notice board, during meetings or handing out flyers. Outline the benefits of participating in the programme and advertise some of the prizes that can be won.



Programme Launch

Set a date when the programme will officially be launched. Invite everyone to the area the programme will take place.

- ✓ Invite the instructor to conduct a mini session on some of the exciting activities that the programme will entail.
- ✓ Conduct an oral presentation on the importance of physical activity.
- ✓ Encourage management, the committee members and other staff to join in and participate in the activities.



- ✓ Set up a display to showcase some of what is to come in the programme (types of activities, incentives and more).
- ✓ Explain what the programme is about.
- ✓ Give workers an opportunity to ask questions.
- ✓ Take photos of the activities and use as a way to aid in the promotion of the programme.



Programme Evaluation

Evaluation should be a very critical component of your programme. Research has proven that effective and successful programmes have ongoing evaluation. In order to determine the value of your programme, it is vital that you incorporate an evaluation component at the beginning. An evaluation that is well planned will provide feedback to guide the success of your programme.

Information to be gathered from your evaluation will give an indication of the success or failure of your programme. This can help build your case for the continuation of the programme. Evaluating your programme also provides information on the following:

- ✓ Is the programme meeting its goals?
- ✓ What is the overall impact of the programme (for employees and employer)?
- ✓ An understanding of employee attitudes toward the programme.
- ✓ Participants' progress
- ✓ The success of the programme and strengthening the financial responsibility and accountability.

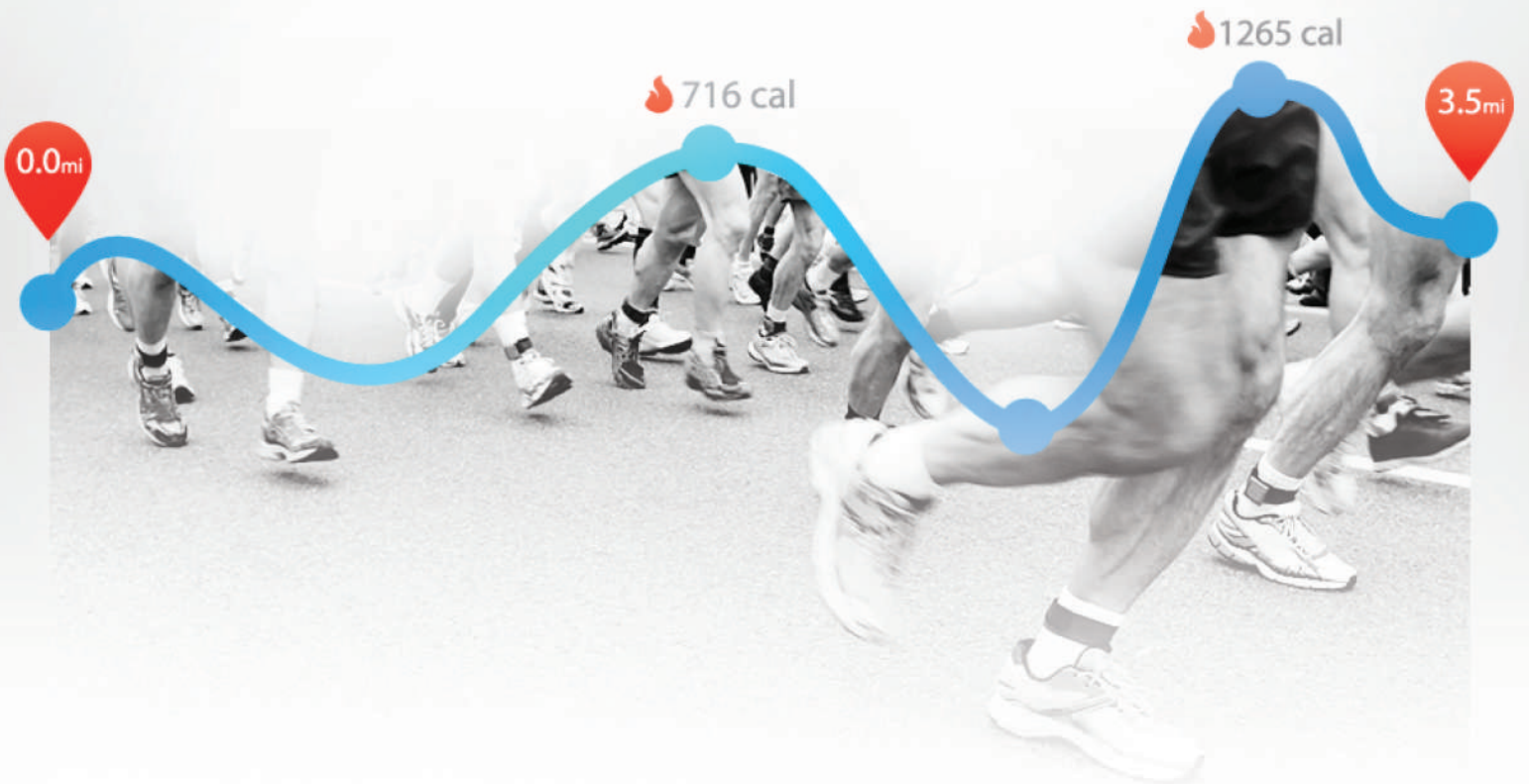
Developing appropriate programme evaluation requires careful planning. You need to decide who will be responsible for this area and what method will be used. You also need to take into consideration what type of resources are available to conduct an evaluation and the type of information to be collected.

It is recommended that you monitor your programme on an on-going basis. This can be done by conducting focus group discussions, administering questionnaires and analysis of each person's file. Suggestion boxes are also a great way to give workers a chance to make suggestions/share concerns about the programme.

4

SECTION

PHYSICAL ACTIVITY TOOL KIT



This section contains various tools that will aid in the development of a successful workplace physical activity programme. There are a total of 17 different forms; some are designed specifically for the programme coordinator and some to be used by individual employees. They are as follows:

Wellness Coordinator or Personal Trainer	
1. Employee Needs Assessment	
2. Employee Reintegration Form	
3. Physical Activity Assessment Form	
4. Assessment of Body Parts	
5. Fitness Tests	
6. Calculation of Body Mass Index (BMI)	
7. Instructors Evaluation Form	

Individual or Personal Use	
1. Physical Activity Personal Record sheet	
2. Weekly Workout Sheet	
3. Personal Fitness Goal	
4. Physical Activity Calendar	
5. How Many Calories Does Physical Activity Use?	
6. Hydration	
7. Fast Food Calorie Count and Activity to Burn Calories	
8. Calorie Count-Jamaican Fruits	
9. Information, Educational & Communication Materials (IEC)	



Employee Needs Assessment

_____, in continuing to invest in the health of our staff, would like to
Name of Organization
institute a physical activity programme. However, we need your feedback to ensure it is a programme that caters to your needs. Kindly complete this survey to allow us to design such a programme.

1. I am aware that I need to participate in more physical activity in order to improve my health?

- a) Strongly Agree
- b) Agree
- c) Not sure/Don't know
- d) Do not agree
- e) Strongly Disagree

2. If the company were to introduce a physical activity programme for staff, would you consider participating in this programme?

- a) Yes
- b) Not sure
- c) No (Please state reason) _____

3. What types of activity would you participate in?

- a) Walking
- b) Dancing
- c) Aerobics
- d) Running
- e) Other (State) _____

4. What 3 days of the week would you prefer to participate in physical activity?

- a) Monday
- b) Tuesday
- c) Wednesday
- d) Thursday
- e) Friday
- f) Saturday
- g) Sunday

5. Would you be willing and able to participate if the programme begins at 5pm?

- a) Yes
- b) No
- c) Not sure

6. If we could begin the activity at 4:30pm, would you be willing to consider the following?

- | | | | |
|---|-----|----------|----|
| a) Reaching work by 8am
to compensate for time used
for physical activity | YES | NOT SURE | NO |
| b) Giving up ½ hr of lunch time | YES | NOT SURE | NO |
| c) Working ½ hr later on another day | YES | NOT SURE | NO |
| d) Other considerations _____ | | | |
-

7. How long would you prefer the physical activity sessions to be?

- a) 30 Minutes
- b) 45 minutes
- c) 1 hour
- d) 1½ hours

8. What are the barriers that would prevent you from participating in the physical activity programme?

- a) Personal and/ family commitments
- b) Being tired at the end of the day
- c) If there are any costs attached to the programme
- d) Having to carry a change of clothes
- e) Other (State) _____

9. I currently get at least 30 minutes of physical activity for 3 or more days per week

- a) Yes. I have been doing this for at least the last 6 months
- b) Yes. I have started doing this in the last 6 months
- c) No. I have been thinking about starting this in the next month
- d) No. I have been thinking about doing this at some stage though
- e) No. I do not plan to do this

10. What would encourage you to participate and stay in the proposed physical activity programme?



Physical Activity Assessment Form

PARQ (Physical Activity Readiness Questionnaire) TEST

Physical inactivity is listed as the fourth leading cause of global mortality (global recommendations on Physical Activity for Health WHO). With this in mind, persons are encouraged to be more active in order to live more healthily. Whilst it is usually safe for persons to become more physically active, it is important that persons experiencing certain conditions check with their physicians before they start any form of physical activity programme.

If you are planning to start a physical activity programme here is a list of questions you should answer before you start and these questions will help to determine how safe it is for you.

The PAR-Q is for the age group, 15 to 69, and will determine if you should check with your doctor before you start exercising. If you are over 69 years of age, and you are not used to being very active, check with your doctor. Common sense is your best guide in answering these questions. Read the questions carefully and answer each one honestly.

Yes No

- Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
- Do you feel pain in your chest when you do physical activity?
- In the past month, have you had chest pain when you were not doing physical activity?
- Do you lose your balance because of dizziness or do you ever lose consciousness?
- Do you have a bone or joint problem that could be made worse by a change in your physical activity?
- Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
- Do you know of any other reason why you should not do physical activity?

If you answered YES

If you answered “yes” to one or more questions, talk with your doctor before you start becoming more active. Your doctor will advise you on what type of activity is best for you to participate in. It is very important that you follow his/her advice.

If you answered 'NO'

If you honestly answered no to all the questions, you can be reasonably sure that you can start becoming much more physically active. Make sure you start slowly and gradually increase your activity load.

Things Change

Although you answered "no" to all questions, if you are feeling sick with a cold or fever or if you are pregnant, discuss with your doctor before becoming more active. You might need to alter your physical activity programme.

NOTE: If the PAR-Q is being given to a person before he or she participates in a physical activity programme or a fitness appraisal, this section may be used for legal or administrative purposes.

I have read, understood and completed this questionnaire. Any question I had was answered to my full satisfaction.

NAME _____ DATE _____

SIGNATURE OF PARENT _____ WITNESS _____

or GUARDIAN (for participants under the age of majority)

Make sure you get approval from your doctor before starting an exercise programme. Your doctor will determine the level at which one should start exercising. Discuss with your doctor what types of exercise might be appropriate for you. Complications of diabetes such as severe eye disease and nerve damage may make some forms of exercise dangerous. Your doctor may also schedule a test to see how your heart responds to exercise.

Adopted from: PAR-Q and You. Canadian Society for Exercise Physiology. Revised 1994. Physical Activity Readiness Questionnaire, British Columbia Ministry of Health Department of National Health and Welfare, Canada, revised 1992.

Assessment of Body Parts

Description	First Assessment	Second Assessment	Third Assessment	Date
Weight				
Height				
Neck				
Shoulder				
Bust/chest				
Waist				
Hips				
Thighs L&R				
Calves L&R				
Arms L&R				
Over-weight byLBSLBSLBS	
Under-weight byLBSLBSLBS	
Target weight byLBSLBSLBS	

Physical Activity Assessment Record: 01 MOH/HPE (CMP) 2013



Fitness Tests

All Personal Trainers must select and administer one of the several clinical fitness tests from an accredited institution before engaging anyone in a structured Physical Activity Programme.

Description	Excellent	Good	Average	Poor
Resting Heart Rate Test				
3-Minutes Step Test				
Sit & Reach Flexibility Test				
1 Minute Sit-Up Test/Abdominal Test				
Standing Long Jump Test (Broad Jump)				
Push-up Test (Modified for women)				
20 Minute Multistage Fitness Test (Beep Test) Instructions				
1 Mile Run				

Physical Activity Fitness Test Form: 01 MOH/HPE (CMP) 2013



Fitness Assessment Form

Participants/employees must be assessed by their medical doctor before engaging in any form of exercise.

Be sure to check patient's physical condition before they start exercising.

Name: _____ Age: _____

Occupation: _____ Phone: _____

Address: _____

Were/are you engaged in any PA programme _____

If yes, explain: _____

Healthy Lifestyle Goal: _____

Are you currently experiencing any of the following problems:

Lower back _____ Shoulder _____ Elbow _____ Joint _____

State any other physical limitations that would affect your participation in an exercise programme:



Calculation of Body Mass Index (BMI)

Body Mass Index allows you to compare a person's weight in relation to their height

How to use the BMI chart?

1. Locate the person's height in:

Feet & inches on the left column or in meters on the right column and put a mark there

Note: The numbers increase in these columns going down the scale.

2. Locate the person's weight in:

Pounds in top row or Kilogram in bottom row.

3. The person's BMI is the point at which the two marks meet on the chart. Use the colour codes at the bottom of the chart to interpret the BMI.

BODY MASS INDEX CHART

Applicable for Males and Females Over the Age of 18 years

HEIGHT

Feet & Inches

HEIGHT

Metres

WEIGHT - lbs

	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205	210	215	220	225	230	235	240	245	250	
5'0"	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	1.52
5'1"	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	42	43	44	45	46	47	47	47	1.55
5'2"	18	19	20	21	22	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	46	1.57
5'3"	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	32	33	34	35	36	37	38	39	40	41	42	43	43	44	44	1.06
5'4"	17	18	18	19	20	21	22	23	24	24	25	26	27	28	29	30	31	31	32	33	34	35	36	37	38	39	40	41	42	43	43	1.63
5'5"	16	17	18	19	20	20	21	22	23	24	25	26	27	28	29	30	30	31	32	33	34	35	35	36	37	38	39	40	41	42	42	1.65
5'6"	16	17	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	44	1.68
5'7"	15	16	17	18	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	43	1.70
5'9"	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	43	1.73
5'9"	14	15	16	17	18	19	20	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	42	1.75
5'10"	14	15	15	16	17	18	19	20	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	41	1.78
5'11"	14	14	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	41	1.80
6'0"	13	14	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	41	1.83
6'1"	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	41	1.85
6'2"	13	13	14	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	40	1.88
6'3"	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	40	1.91
6'4"	12	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	40	1.93
	45	48	50	52	54	57	59	61	63	66	68	70	73	75	77	79	82	84	86	88	91	93	95	97	100	102	104	107	109	111	113	

WEIGHT -kg

- Underweight (BML Less Than 18.5)
- Healthy weight (BML 18.5 to 24.9)
- Overweight (BML 25 to 29.9)
- Extremely Obese (BML 40 and above)



Evaluation Form

Dear Participants:

This form is provided for you to give your feedback on the physical activity sessions you participated in over the last 6 months period. Please rate the physical activity session in the following areas on a scale of 1-4, with 1 being the lowest and 4 the highest. Place a circle/tick at the number that best describes your answer.

THE INSTRUCTOR

Delivery

Organized each session?	1	2	3	4
Clearly explained how to do activity?	1	2	3	4
Communicated clearly?	1	2	3	4
Answered questions adequately?	1	2	3	4
Demonstrated effectively?	1	2	3	4
Emphasized important points?	1	2	3	4
Assisted when doing difficult activity?	1	2	3	4
Was available for consultation?	1	2	3	4

Department

Was on time for session?	1	2	3	4
Dressed appropriately?	1	2	3	4
Conducted self professionally?	1	2	3	4

Additional Comments

Please provide any comments or suggestion about the programme.

Thank You



Physical Activity Personal Record Sheet

Physical Activity Personal Record Sheet

	Sun	Mon	Tue	wed	Thur	Fri	Sat
Example	5 min.	10 min.	10 min.	10 min.	15 min.	15 min.	15 min.
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13							



Weekly Workout Sheet

This form can be used for recording keeping.







Sun	Mon	Tue	wed	Thur	Fri	Sat
	5:05 – 5:20 Road Walk/run (1,3 & 5K)	5:05 – 5:30 Aerobics Strength Work (Belly Burn Leg Tone)	5:05 – 5:20 Oldies Game Hop Scotch Skipping Hula Hoop	5:05 – 5:20 Road Walk/run (1,3 & 5K) Strength Work (Squats, Lunges)	5:05 – 5:20 Dancercise Reggae Jam	
	5:25 – 6:30 Stairwell Run	5:30 – 6:30 Hiking	5:25 – 6:30 Upper Body Stretching	5:25 – 6:30 Lower Body Stretching	5:25 – 6:30 Yoga/Med- itation	

Physical Activity Registration Form: 01 MOH/HPE (CMP) 2013

Personal Fitness Goal

Short Term: to be achieved by the end of the week/month	Long Term: to be achieved by the end of the year
1	1
2	2
3	3
4	4
5	5

Physical Activity Calendar

Cardiovascular	Strength	Flexibility	Recreational	Sport	Relaxation	Free Day
1) Brisk Walking 	2) Sit-ups & Squats 	3) Upper body stretch 	4) Mowing lawn / Gardening 	5) Netball 	6) Hula Hoop 	7)
8) Dancing 	9) Push-ups and Leg Curl 	10) Lower body stretch 	11) Washing car 	12) Tennis 	13) Ring games 	14)
15) Skipping 	16) Sit-ups & Squats 	17) Upper & lower body stretch 	18) Swimming 	19) Track & Field 	20) Dandy Shandy 	21) 5k walk / run
22) Jogging 	23) Lunges & Arm curl 	24) Upper body stretch 	25) Evening walks 	26) Football 	27) Hop Scotch 	28)
29) Dancing 	30) Push-ups and Jumping Jacks 	31) Lower body stretch 	May is Move for Health Month			



How Many Calories Does Physical Activity Use?

The following table shows calories used in common physical activities at both moderate and vigorous levels.

Calories Used per Hour in Common Physical Activities		
Moderate Physical Activity	Approximate Calories/30 Minutes for a 154 lb Person¹	Approximate Calories/Hr for a 154 lb Person¹
Hiking	185	370
2 Light gardening/yard work	165	330
Dancing	165	330
Golf (walking and carrying clubs)	165	330
Bicycling (<10 mph)	145	290
Walking (3 ½ mph)	140	280
Weight lifting (general light workout)	110	220
Stretching	90	180

Vigorous Physical Activity	Approximate Calories/30 Minutes for a 154 lb Person¹	Approximate Calories/Hr for a 154 lb Person¹
Running/jogging (5 mph)	295	590
Bicycling (>10 mph)	295	590
Swimming (slow freestyle laps)	255	510
Aerobics	240	480
Walking (4.5 mph)	230	460
Heavy yard work (chopping wood)	220	440
Weight lifting (vigorous effort)	220	440
Basketball	220	440

N.B. Calorie counts are estimates

¹ Calories burned per hour will be higher for persons who weigh more than 154 lbs (70 kg) and lower for persons who weigh less.

Source: Adapted from http://www.cdc.gov/healthyweight/physical_activity/index.html



Hydration

Avoid Heat Exhaustion

This is caused by heavy sweating; some signs and symptoms are: weakness, dizziness and nausea. Heavy sweating, if not controlled, can lead to dehydration, decreased blood pressure, increased heart rate and decreased blood volume.

Make sure you drink lots of water before, during and after each physical activity session. Do not wait until you are thirsty before you drink water, this means that you are in danger.

Time Period	Amount of Water
2 to 2 ½ hours before	At least 2 cups of water
0 to 15 minutes before	2 cups of water
Every 15 minutes during physical activity	2 cups for every pound lost or until urine is pale

Exercise in the morning and evening when it is cool.

Try not to work out too intensely if the day is very hot.





If you are exercising at a moderate or intense pace for more than 1 hour, it is best to drink some sort of sports drink to replace the electrolytes the body loses during this process.

N.B. Do not make your own sports drink; this can be very dangerous, as the proper formula might not be attained. This can adversely affect blood sugar level.



Fast Food Calorie Count and Activity Required to Burn Calories






Food	Calories	Activity to Burn Calories
 Donut	230	59 minutes. of walking (3 mph)
 Cookie	440	62 minutes. of biking (10-11.9 mph)
 Cinnamon Roll	500	85 minutes. of dancing
 Vanilla Ice Cream	0.5 cup; 270	29 minutes. of running (5 mph)





Food	Calories	Activity to Burn Calories
 Egg Mc Muffin	300	32 minutes. of running (5 mph)
 Pizza (1 Slice)	320	39 minutes. of swimming (slow to moderate laps)
 Whopper With Cheese	770	94 minutes. of swimming moderate laps
 Large French Fries	540	77 minutes. of biking (10-11.9 mph)






Note: Calorie content of foods are based on official website information at the time of publication. Minutes of exercise are averages based on a 155-pound person. The greater the weight of the person the more calories burned per minute








Calorie Count - Jamaican Fruits

Food	Amount	Calories
Ripe Banana 	1 medium	105
Custard Apple 	1	46
Guava 	1 medium (100g)	48
Guinep 	1 bunch (12 med)	63
June (Jew) Plum 	1 medium	49

Food	Amount	Calories
Black & Common Mango 	1 small (80g)	53
No. 11 Mango 	1 average	80
East Indian Mango 	1 average	142
Julie Mango 	1 average	118

Food	Amount	Calories
<p>Naseberry</p> 	1 medium	52
<p>Orange</p> 	1 medium	49
<p>Otaheite Apple</p> 	1 medium (150g)	42
<p>Pineapple</p> 	1 slice (87g)	45
<p>Hog Plum</p> 	12	67

Food	Amount	Calories
<p>Pomegranate</p> 	1 medium	104
<p>Sugarcane</p> 	5½ joints (125g)	85
<p>Sweet Sop</p> 	1 medium (150g)	106
<p>Tangerine</p> 	1 large	46
<p>Watermelon</p> 	1 slice (1 cup)	46

INFORMATION, EDUCATIONAL AND COMMUNICATION MATERIALS

COMMIT TO BE FIT!

RIGHT NOW IS THE BEST TIME TO START

MIND OVER MATTER

TIME + EFFORT = RESULTS

KEEP GOING, YOU ARE GETTING THERE

BE IN IT FOR THE LONG RUN

YOU CAN DO THIS!

I CAN. I WILL. END OF STORY!

60 MINUTES (CHILDREN) AND 30 MINUTES (ADULT) OF PHYSICAL ACTIVITY EACH DAY ALONG WITH HEALTHY EATING CAN LOWER YOUR RISK OF NON-COMMUNICABLE DISEASES (NCDs) SUCH AS DIABETES, HYPERTENSION AND CERTAIN CANCERS.

Visit your doctor/local health centre or call 876-633-8172

[@Jamaica.Moves](#) [@themoh.gov.jm](#)

DID YOU KNOW?

For the first 15 minutes of your workout, your body burns **SUGARS AND CARBS.**

At 30 minutes, your body enters the **FAT BURNING ZONE.**

KEEP PUSHING!

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EXERCISE TIPS

- DONT PUT IT OFF**
- KEEP IT FUN!**
- SET GOALS YOU CAN ACHIEVE**
- WARM UP BEFORE YOU EXERCISE**
- TRY TO BE ACTIVE 1 HOUR A DAY**
- YOU CAN BREAK YOUR HOUR UP INTO SMALLER CHUNKS**
- EAT HEALTHY**
- EXERCISE WITH YOUR FAMILY AND FRIENDS**
- STAY HYDRATED**
- STRETCH AFTER EXERCISE**

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EXERCISE & CALORIE GUIDE

ACTIVITY	CALORIES BURNED IN 30 MINUTES							
	100 LBS.	120 LBS.	140 LBS.	160 LBS.	180 LBS.	200 LBS.	220 LBS.	240 LBS.
AEROBICS (LOW INTENSITY)	115	147	173	195	225	246	271	249
AEROBICS (MODERATE INTENSITY)	169	203	237	256	290	327	365	400
BICYCLING (MODERATE INTENSITY)	180	216	252	288	324	360	396	432
RUNNING (LOW INTENSITY)	180	216	252	288	324	360	396	432
RUNNING (MODERATE INTENSITY)	225	270	315	360	405	450	495	540
RUNNING (HIGH INTENSITY)	285	342	395	450	503	559	614	668
STATIONARY CYCLING (MODERATE)	158	189	221	252	284	315	347	378
STATIONARY CYCLING (HIGH INTENSITY)	236	284	331	378	425	473	520	567
SWIMMING (LOW INTENSITY)	180	213	247	283	318	354	387	417
SWIMMING (MODERATE INTENSITY)	218	263	305	349	393	446	480	528
TENNIS (LOW INTENSITY)	180	216	252	288	324	360	396	432
TENNIS (MODERATE INTENSITY)	135	162	189	216	243	270	297	324
WALKING (LOW INTENSITY)	61	74	89	101	114	127	140	153
WALKING (MODERATE INTENSITY)	91	108	129	143	160	180	196	213
WALKING (HIGH INTENSITY)	118	140	161	186	210	235	257	278
WEIGHT TRAINING (MODERATE)	180	216	252	288	324	360	396	432
WEIGHT TRAINING (HIGH INTENSITY)	125	150	175	201	225	250	276	300
VOCA (LOW INTENSITY)	86	105	121	139	156	174	192	209

Fitness Facts

Calories burned per 1 hour

EXERCISE	AMOUNT
Walking	245
Bicycling	420
Jogging	490
Running	560
Circuit Training (minimal rest)	565
Aerobics (step aerobics)	600
Karate/Kickboxing	705

Estimated amount of expended calorie based on a sample of body weight of 155 lbs.

MUSCLE vs FAT

WHICH DO YOU CHOOSE?

1 POUND OF MUSCLE

- BURNS MORE CALORIES PER DAY
- TAKES UP LESS SPACE

1 POUND OF FAT

- A PERSON WITH A HIGHER BODY FAT PERCENTAGE WILL APPEAR LARGER
- TAKES UP MORE SPACE

EARN MUSCLE WITH CONSISTENT PHYSICAL ACTIVITY AND EXERCISE

GAIN BODY FAT BY EATING TOO MANY CALORIES AND NOT GETTING ENOUGH PHYSICAL ACTIVITY

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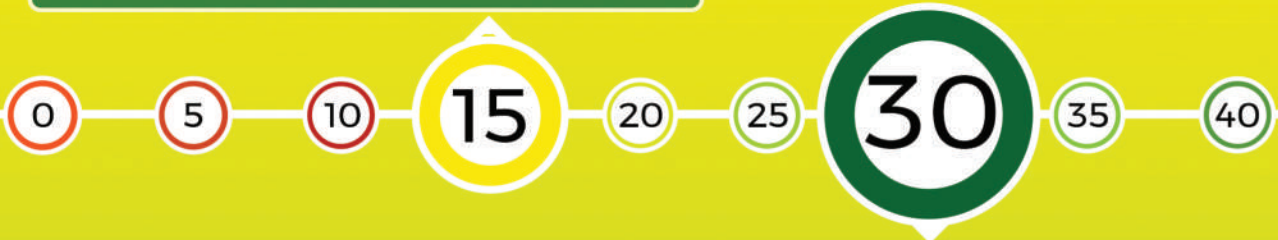


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EXERCISE TIPS



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BEFORE YOU
EXERCISE**



5 **TRY TO BE
ACTIVE
1 HOUR
A DAY**



6 **YOU CAN BREAK
YOUR HOUR UP INTO
SMALLER CHUNKS**

8 **EAT
HEALTHY**



7 **EXERCISE WITH
YOUR FAMILY
AND FRIENDS**



9 **STAY
HYDRATED**

10 **STRETCH
AFTER
EXERCISE**



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Appendix

Video Sites for Further Information on Nutrition & Fitness

1. Physical Activity Printable and Videos

<https://www.moh.gov.jm/>

2. Nutrition Information

<https://bit.ly/2Yk0GUw>

3. KFC piece meal and amount of calorie

<https://binged.it/2rj536e>

4. Burger King Calories - Fast Food Nutrition Facts

<https://bit.ly/2YiZXTD>

5. Physical Activity is for Everyone

<https://bit.ly/2Lo8Juq>

6. How to Calculate Your Body Mass Index

<https://bit.ly/2PdaE65>

7. Calculate Your Calories Burned

<https://bit.ly/36eEdvd>

8. Tips for Teaching Kids Physical Activity

<https://bit.ly/2DJ7zFI>

9. Preparing for Physical Activity

<http://highered.mcgrawhill.com>

10. Physical Activity Printable and Videos

<https://www.moh.gov.jm/>

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