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HealthMatters™ Program
HealthMattersProgram.org



Lesson 9: Safety During Exercise
(Refer to Health Matters: Lessons #19 & #25)

STEP ONE: Pre-Planning/Pre-Activities

STEP TWO: The Lesson Plan

STEP THREE: Instructor Reflection

Appendices & Additional Resources

Lesson 9: Safety During Exercise Refer to Health Matters: Lessons #19 & #25	Total Activities: 1	Date and Location: <i>(Instructor should enter the date or time of year presented to the interns.)</i>
STEP ONE: Pre-Planning/Pre-Activities:		
Implementation Time Frame: This lesson will be helpful closer to the beginning of the year prior to first internship or at the start of their first internship, due to covering concepts that will be beneficial to their roles in their internships.		
Notes to Instructor 1. Address “Just Right Challenge” for skill layering and other opportunities for high expectations 2. Reference jobs / employment: competitive integrated employment (16+ hours, etc.) 3. Build in Critical Thinking Questions and higher-level projects whenever possible		
Lesson Plan Summary: The lesson will highlight the importance of how you breathe during exercises, good vs. bad pain, good body mechanics for exercise and daily activities, and cleaning equipment. Not only are these concepts important for exercise, but they should be applied to how they move for tasks for their job as well and keep their workspace clean.		
Glossary: Ergonomics: The science behind designing an environment that ensures an optimal level of function. An ergonomically correct environment can reduce injury and promote safety, comfort, productivity, and employee retention. Body Mechanics: refers to the way we move during daily activities. Proper body mechanics can help you avoid injury and muscle fatigue.		
1. When you stand: ● Keep your feet flat on the floor about shoulder width apart. ● Do not lock your knees. ● Keep your shoulders down, chest out, and back straight. 2. When you lift an object: ● Your feet should be apart, with one foot slightly in front of the other. ● Keep your back straight. ● Bend from your hips and knees. ● Do not bend at your waist. ● Lift the object using your arm and leg muscles. ● Hold the object close to your body at your waist level. ● Use the same process if you need to push or pull something heavy. 3. When you sit: ● Sit with your back straight and place extra support behind your lower back. ● Get up and change positions often if you sit for long periods of time. ● Ask about exercises to stretch your neck and shoulders. ● Adjust your computer so the top of the monitor is at the same level as your eyes. ● Use a paper holder so that the document is at the same level as the computer screen. ● Use a headset if you use the telephone often.		
Posture: The position in which someone holds their body when standing or sitting.		

Prior to this training the instructor should complete the following: 1. Create excitement with the interns by sharing information about the content. 2. Review and practice the exercises introduced in the videos. Prepare the location: 3. Ensure the AV required to play YouTube videos so all the interns can see if set up OR make sure you are ready to demonstrate the exercises. 4. Prepare the training room to allow space for the interns to perform exercises.	
Who Should Present/Attend the Training? Instructor: 1. Present the lesson 2. Prepare the training room with a whiteboard/poster and technology for video Skills Trainers: 1. Assist with set up of training space. 2. Assist with helping interns participate in exercises during the lesson/help demonstrate the different exercises. 3. Apply the lesson material in the internship rotation. Department Staff: 1. Host Business Staff: You may want to invite host business staff who are experts in ergonomics, proper body mechanics, and hygiene to teach this lesson. • Examples of staff to invite: Employee wellness staff, physical or occupational therapists, hygiene/sanitation specialists, chiropractor, etc.	
What you will need: Materials & Resources	
Handouts:	<u>Handouts from Health Matter Curriculum:</u> • “What is Good Pain, and What is Bad Pain?” (Lesson #25) • “Breathing Techniques During Exercise” (Lesson #19) Other: • 5 Forward Head Posture Exercises PDF. See Appendix A <u>Infographics/posters to print out and hang in the room:</u> • Good Posture Infographics (2) See Appendix B <u>Enduring Understanding: (Optional)</u> • “Safety During Exercise Competency Checklist” See Appendix C
Technology:	Videos – 3 Exercises to address forward head posture: (start video at 2:55) https://www.youtube.com/watch?v=6C-wfV27bzl Workplace ergonomics: https://www.youtube.com/watch?v=QeDUCXfzl6U Proper Lifting: https://youtu.be/vMkxrs8irU8
Other materials needed for activities:	Weighted box: Fill a box with 10-20 lbs. of items for body mechanics activity.

Enduring Understandings	Competency workstations: After introducing and demonstrating all the concepts of this lesson, have stations for each skill. Then have a competency checklist for each intern to pass to demonstrate their understanding and ability to execute each skill. This does not have to be completed the same day, this can be used to review the content and check for retention. *Use: "Safety During Exercise Competency Checklist"	
Mastery Objectives		
Knowledge  What will they know as a result of the training?	Skills  What will they be able to do because of the training?	Check for Understanding / Evaluation What will the Instructor ask/do to determine interns' level of understanding? How can the intern demonstrate their level of understanding?
1. Interns will be able to state different types of pain. 2. Interns will know to keep their workspaces clean and what to use to clean it. 3. Interns will be able to describe good posture (sitting and standing).	1. Interns will be able to demonstrate proper breathing during exercises. 2. Interns will be able to distinguish between good pain and bad pain. 3. Interns will demonstrate the ability to perform postural improvement exercises. 4. Interns will be able to lift a box from the floor with proper body mechanics.	1. The interns will be able to identify strategies to avoid injury while exercising and on the job. 2. Interns will demonstrate the ability to clean their workspace (individual to their current internships) and explain why it's important to clean equipment and workspace. 3. Interns will be able to simply explain why body mechanics are important during exercise and work-related activities.
Boundary Spanning 	<u>Consider these options:</u> 1. Reach out to Employee/Company Wellness Program coordinator to explore resources they have or experts they collaborate to enhance your lesson. 2. Bring in a local fitness instructor and provide them with the content you would like them to focus on. 3. Reach out to a Project SEARCH Alumni to see if they would like to come in to teach this lesson. Boundary spanning plays an important role in achieving successful Project SEARCH outcomes. Each program is made up of partners from different organizations with unique roles, backgrounds, knowledge, resources, and connections. The instructor can span existing internal and external boundaries of these organizations to collaborate most efficiently and effectively. The primary task of boundary spanning is to integrate the work and resources of multiple fields/organizations/groups/people to best meet the needs of the program and the interns. Boundary spanners are systems thinkers that understand the needs of the program and interns. They reach across typical boundaries to search for information, exchange and translate knowledge, build relationships, coordinate efforts, and facilitate cooperation. Project SEARCH is a business focused and each program follows the policies,	

	procedures, and guidelines of the host business. Use your connections inside the host business to tap into the diverse expertise and perspectives of all partners and other community resources to identify: • What diverse departments at my host business could enrich this lesson with speakers, knowledge, and resources? • What info and learning opportunities is the host business offering employees (current and new) and clients/customers? (ex: orientation, classes for existing employees, online modules) • What are other intern groups in the organization doing? (ex: If you are in a setting that has multiple intern groups, has there already been training made and expectations set for other intern groups?) • What are other Project SEARCH programs doing? (ex: Ask your national program specialist about what like-organizations are doing and consider what other Project SEARCH programs are doing via PS Let's Chat.) • What do our local partner organization have to offer that would add meaning to this objective? • What similar lessons can you draw from? (ex: What similar lessons have you taught in PS or other transition programming that can be applied to this?) Think about the objective of this lesson. How could you span boundaries to improve the impact and meaning of this lesson? How can you tap into the various expertise, resources, and contacts at your host business and within your other partner organizations? Write your thoughts here...
Safe Space	Ensure the training environment is a safe space where interns can share information, challenges and successes. Recognize that interns have different levels of readiness. Some interns may not have the background necessary for the information presented. For example: 1. Acknowledge that these may be new concepts and activities for some and encourage their participation with positive feedback. 2. Provide safety rules, such as: take a break if you need one, if something is painful take a break or ask for help. 3. Explain acronyms and jargon (use definitions used in glossary). 4. Describe all slides and written materials for low or non-readers. 5. Place anyone with audio-visual disabilities in the front of the room (lip reading, etc.) 6. Provide modifications for activities that require standing up for people using wheelchairs or with other mobility limitations. 7. Acknowledge everyone's opinions!
Differentiation Strategies Differentiation Video– It's Not as Hard as You Think"	Teach-back method: 1. Split interns into small groups and assign 1 topic to each group to teach their peers. They will work together to present the information to their peers. 2. Topics include: 1. Good vs. Bad Pain 2. Posture and Body Mechanics 3.

https://www.youtube.com/watch?v=h7-D3gi2IL8	Breathing during exercise and 4. Workspace Sanitation and Hygiene. Video-Modeling: 1. Make use of all the videos provided to demonstrate the concepts in this lesson. Visual Supports: 2. Individual visual checklists for sanitation routine for workspace at each internship. 3. Post pictures of posture exercises around the room as reminders to do the exercises when they have a short break.
Citations & Sources	HealthMatters Curriculum YouTube Videos

STEP TWO: The Lesson Plan

Please customize these activities according to your Project SEARCH host site, its policies, vision, and core values. Use the Boundary Spanning to expand your connections and ideas. Please use and modify them based on the objective and the needs of your interns.

Introduction VocFit Crosswalk: General: Listen and pays attention Communicates adequately Completes task accurately Follows directions Cognitive Comprehend, read instructions Communication Communicate face-to-face with others Speak clearly so others can understand Interpersonal Skills Monitor own body language Cooperate with others to accomplish work activities	Glossary Ensure the interns are familiar with glossary words connected with this lesson (see Page 2). Use Kahoot or similar app that might interest the interns. They should be able to explain the term and relate it to something in their department and/or host business. Interns could use a computer/tablet to look up the definitions and act out the word for the class. Another idea is to use a game such as Apples to Apples for these glossary terms. Please incorporate any glossary terms utilized at your host business that would enhance the lesson plan and make this objective more meaningful for the interns.
Time: 10 minutes Opening/ Connect to Purpose	Review & Reflect on lesson #6's concept of water intake and sleep. Refer back to habit tracker and reflect on changes in performance during class or on the job. What were the barriers to changing habits? What was easy to change and what was hard to change? Introduce this lesson as tips on safety and prevention of injury during activities. We will address proper breathing, good posture and body mechanics, good vs. bad pain, and hygiene for workspace/workout space.

Activity 1 – Pain, Posture, Exercise, & Hygiene	
Time: 50 minutes Description VocFit Crosswalk: General Makes eye contact Asks for help and clarification when needed Follows directions Works well with co-workers Completes tasks accurately Communication Communicate face-to-face with others Speaks clearly so that others can understand Understand the speech of another person Interpersonal Work with a co-worker in a group or team Asks clarifying question	Good Vs. Bad Pain (<i>Refer to Lesson #25 in Health Matters</i>) Discuss different types of pain, when the interns have felt pain, and what they do if they feel pain. (*Use the: “What is Good Pain, and What is Bad Pain?” hand out if the interns are having a difficult time coming up with examples of pain.) <i>Pain description words:</i> 1. Mild/severe 2. Steady/throbbing 3. Stabbing/aching 4. Pinching/burning 5. Uncomfortable/unbearable 6. Sudden/long-lasting <i>Situations in which you may feel pain:</i> 1. Illness 2. Headache 3. Falling 4. Sprained joint 5. Cut 6. Stomachache 7. Work-related injury Plan of what to do when they feel pain: 1. Stop what you are doing. 2. Take a break. 3. R.I.C.E (Rest, Ice, Compress, and Elevate) as needed. 4. If at internship/job: report to Supervisor and describe the incident and type of pain. How to Breathe when we exercise (<i>refer to lesson #19 in Health Matters</i>) Introduce the importance of breathing while exercising: 1. Provides your body with oxygen which keeps your organs running. 2. Gets rid of toxins and waste from your body. 3. Relieves stress quickly and easily. 4. Improves the health of your brain, spinal cord, and nerves 5. Reduces workload on your heart and maintains health/strength of lungs. Practice simple breathing techniques: 1. Use handout “Breathing Techniques During Exercise” for different techniques 2. We want to focus on breathing as it relates to exercise; you can address breathing as a mindful/stress relieving technique briefly (but we’ll have a lesson later targeting stress management and strategies). 3. Remind the interns to breathe while you move onto the posture and body mechanics activities. Posture: Use YouTube videos to introduce postural improvement exercises. Have all interns participate as a large group. If you do not have a way to project or show the video to the group, demonstrate the exercises to that all can see.

	3 Exercises to address forward head posture: (start video at 2:55) https://www.youtube.com/watch?v=6C-wfV27bzI ● Chin tucks ● Shoulder blade squeezes-W squeezes ● YWLT *Make sure to walk around (have skills trainers walk around) to assist with proper execution of exercises. These may be difficult for some that have a hard time with body awareness, poor posture, copying positions just by watching another person. Body Mechanics: Weighted box activity: 1. Fill a box with a few weighted items to make it about 10-20 lbs. 2. Show: Proper Lifting Video https://youtu.be/vMkxrs8irU8 4. Have each intern practice lifting the box from the floor to a higher surface (table) to practice safe lifting body mechanics. Make sure to coach them through this process if verbal cues and the video were not enough. Hygiene for workspace: (refer to lesson #20 in Health Matters) After you have completed all the previous exercises, discuss the importance of cleaning equipment used and the workspace used. 1. Identify areas that need to be cleaned. (i.e., chairs, table, door handles, commonly touched items etc.) 2. Discuss supplies needed and where they are located. (rag/paper towel, spray bottle with cleaning solution, etc.) 3. Discuss why it's important: ● Prevents us from getting sick ● Kills bacteria and germs that were spread onto those surfaces ● Keeps us from spreading our germs to others ● Helps maintain equipment and items in our workspace 4. Have each intern clean his or her activity/workspace.
Time: 10 minutes Closing	How does this apply to their internships or future internships? Examples: ● 5-minute stretch/walk break throughout shift if they have a sedentary position. ● Water break if they tend to get sleepy during a certain time of their internship. ● Increased use of stairs instead of elevator to improve cardiovascular strength and endurance. ● Practice lifting boxes and heavy objects from the floor safely, practicing good body mechanics to prevent injury.

Extension Activities: Critical Thinking Questions and Evaluation Tools	
Extension Activities: Critical Thinking Questions and Evaluation Tools http://www.mandela.ac.za/cyberhunts/bloom.htm	1. Knowledge / Remembering 1. What is pain? bad vs. good? 2. What is body mechanics? 3. What is your workspace? What are things you do to keep your space clean/organized? 2. Comprehension / Understanding 1. What are some words to describe types of pain? 2. How do I lift an item from a floor to a table? 3. With which movements should I focus on my body mechanics? 3. Applying 1. When do I tell someone about my pain? how? who? 2. When have you felt good pain? bad pain? 4. Analyzing 1. What positions does my internship put me in? (crouching? sitting? lifting objects) 2. Does anything in my internship put me in a strange position that prevents good body mechanics? 3. Is your workspace organized? clean? dirty? messy? cluttered? 5. Evaluating 1. Are there any modifications we can make to maintain good body mechanics through the day? 2. What is your standing/sitting posture? Which exercises can you do each day to improve on that? 3. What can you do to improve the organization or cleanliness of your workspace? 6. Creating 1. Create simple reminders for sitting posture when in the classroom. 2. Create a simple visual for what to do if you feel bad pain. Who do you tell? What do you tell them? How to come to a solution.

STEP THREE: Instructor Reflection	
<i>What did you learn in the process of presenting this lesson?</i>	
Moving on from this Training	1. Continue to review posture improvement exercises; these would be great exercises for part of the morning routine to get the day started. 2. When on the job at their internships, highlight when safe body mechanics can be used to make tasks easier and safer for their bodies. Remind them to take breaks for prolonged sitting/standing.
Intern Reflection on the Lesson	1. What did I do well during this lesson? 2. What could I do better next time? 3. How can I use what I learned? 4. What was the most important thing I learned?
Instructor Reflection on the	1. Did all the interns understand the material? 2. Will they be able to use it in their department and in their day-to-day life? 3. Did the lesson take less or more time than was planned?

Lesson	4. What should be added to the lesson to make it more meaningful? 5. Do they understand how this information relates to the overall goal of competitive integrated employment? 6. Were there any surprises in the comments, questions or training that would impact this lesson in the future? 7. What could I do differently to improve this lesson? 8. If something went well, please add your comments in PS let's chat on the Project SEARCH page.
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Training Plan modified from:

Wiggins, G. P., & McTighe, J. (2006). *Understanding by design* (Expand 2nd ed.). Upper Saddle River, N.J: Pearson Education, Inc.

Fwd Head Posture PDF



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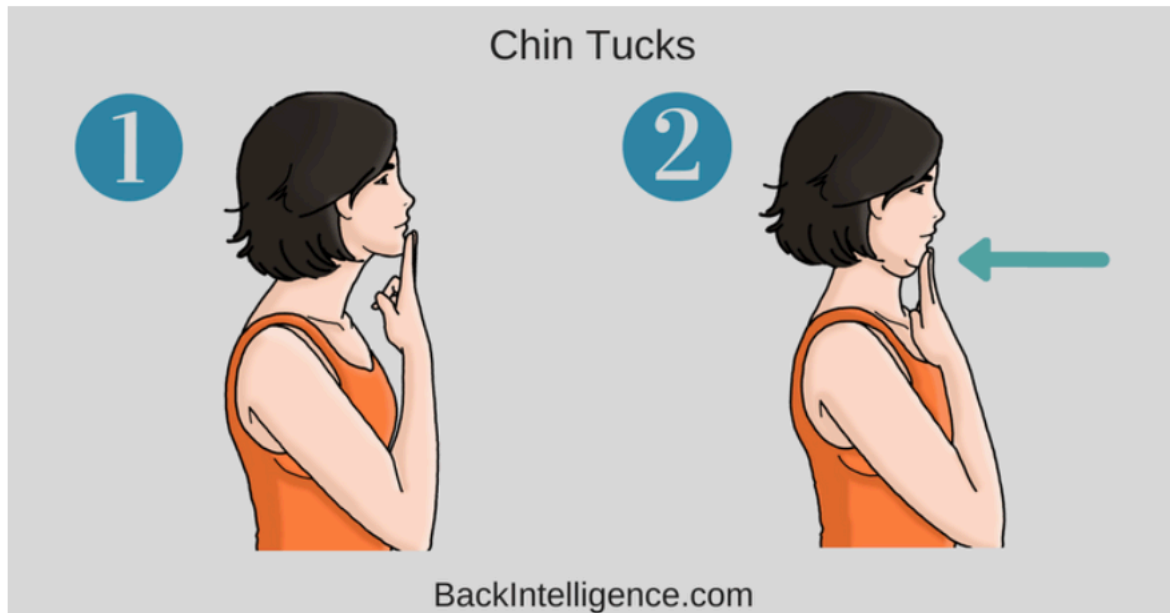
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5 Recommended Fwd Head Posture Exercises:

From our blog post here: <https://backintelligence.com/how-to-fix-forward-head-posture/>

Disclaimer: Please do these exercises at your own discretion. They are meant for the Do-It-Yourself purpose, not instead of medical advice.

1. Chin Tucks Exercise



This exercise will activate and strengthen your deep cervical muscles (front of the neck muscles).

- Place 2 fingers at the bottom of your chin.
- Gently tuck your chin in and retract your head backwards. At the same time, use your fingers to keep the chin tucked in the entire time.
- Hold the end position for 3 to 5 seconds.
- Relax your neck for a moment (Let the neck come fwd).

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- Aim for 2 to 3 sets of 10 repetitions.

** Your eyes should stay level and you should feel like the back of your neck is lengthening or “pulling up”.

2. Neck Flexion (Suboccipital Stretch)



This will stretch the back of your neck muscles including the Suboccipital muscles.

- First, tuck your chin in using 2 fingers of one hand.
- Place your other hand on the back of your head and apply a gentle force down as you pull your head towards your chest.
- When you feel a stretch at the back of your neck, hold the position for 20 to 30 seconds.
- Repeat this stretch 3 times.

** Keep your chin tucked as you do this stretch.

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3. Doorway Stretch



This stretch will help to open up your chest and shoulders, which could be very tight.

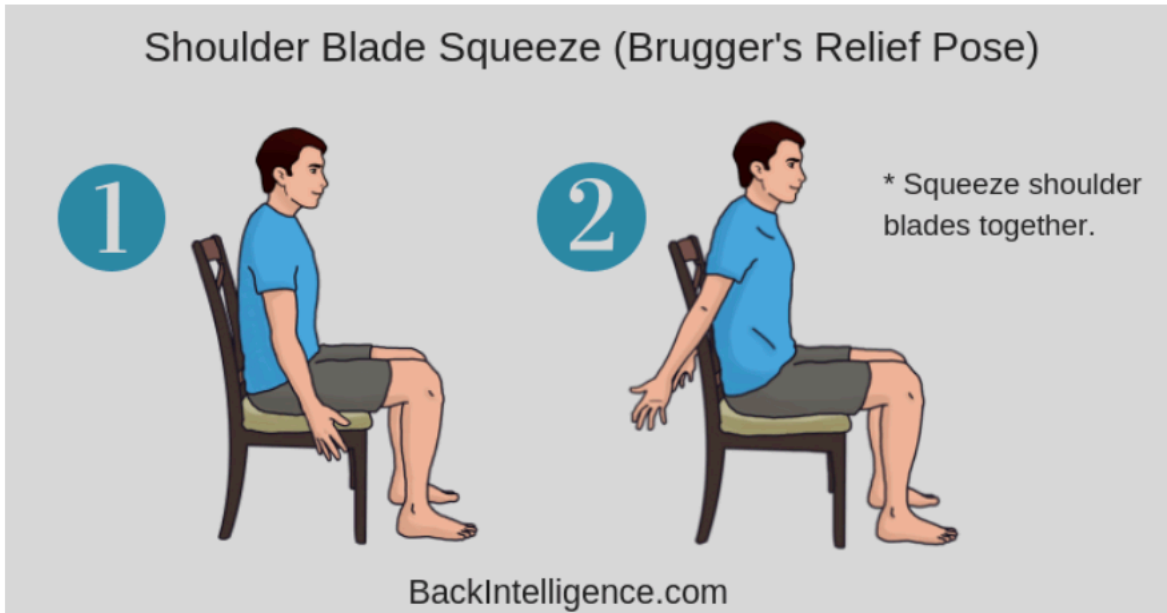
- Position your elbows and hands in line with a doorframe.
- Step through the door slowly, until you feel a stretch.
- Hold this end position for 20 to 30 seconds before returning to the starting position.
- Repeat this stretch 2-3 times.

** Don't arch your low back as you do this stretch.

P.S – Check out **The Complete Posture Fix Course** on our site, made together with me (Leon), Dr. Oliver DC, and Emily. It includes step by step videos on the best exercises and ergonomics - to correct fwd head and rounded shoulders. We open enrollment to this course several times per year!

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4. Shoulder Blade Squeeze (aka Brugger's Relief Position)



This exercise will activate and strengthen your low and mid back muscles including Low and Mid Trapezius.

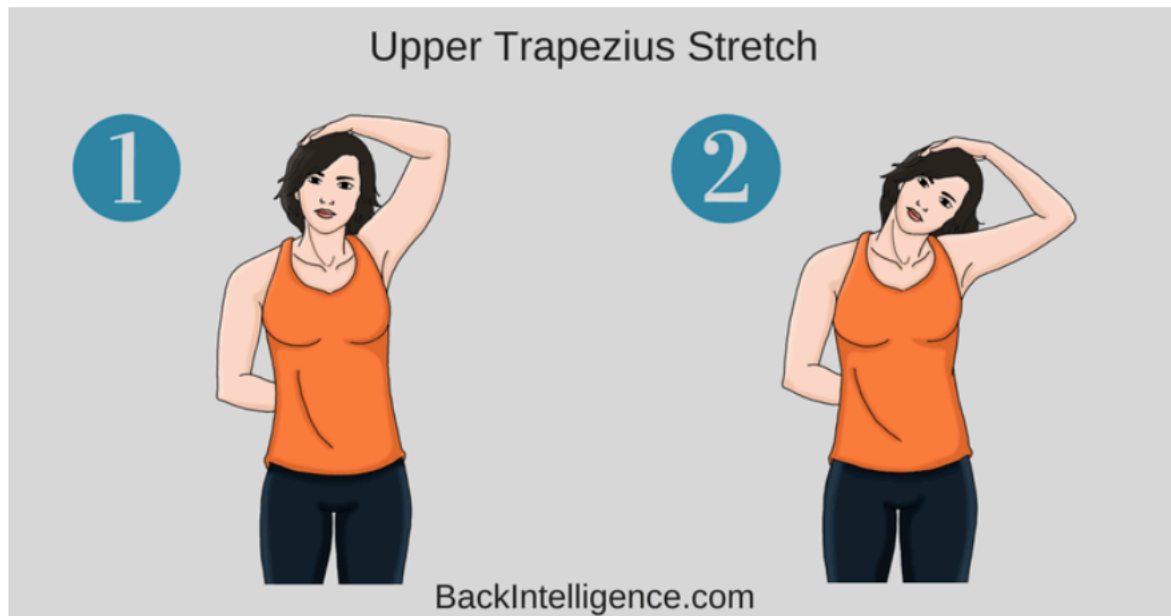
- Position your feet and knees slightly wider than your hips as you sit on a chair.
- Maintain a chin tuck and raise your chest up, allowing your spine to be in a neutral position.
- Rest both of your arms down by your sides.
- Now bring your arms back and externally rotate them so that your thumbs are pointing backwards.
- Hold this position for 5-10 seconds and release.

* Aim for 2-3 sets of 10-15 repetitions.

* Breathe normally as you do these reps.

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5. Upper Trapezius Stretch



This will stretch out the neck and upper back muscles (Scalene & Upper Trapezius) which can get very tight on individuals with this forward neck syndrome.

- Start either in a standing or seated position.
- Place one of your hands on the opposite side of your head.
- Now bring the head down towards your shoulder.
- Use the hand overhead to press your neck down – to get a deeper stretch (Not too hard).
- Hold for 20-30 seconds and do 2-3 sets.

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DONE! DO THESE 3-6 Times/Week

Read entire article here: <https://backintelligence.com/how-to-fix-forward-head-posture/>

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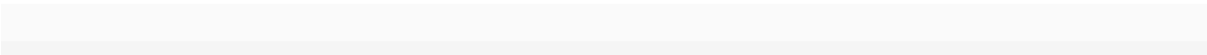
Leon Turetsky

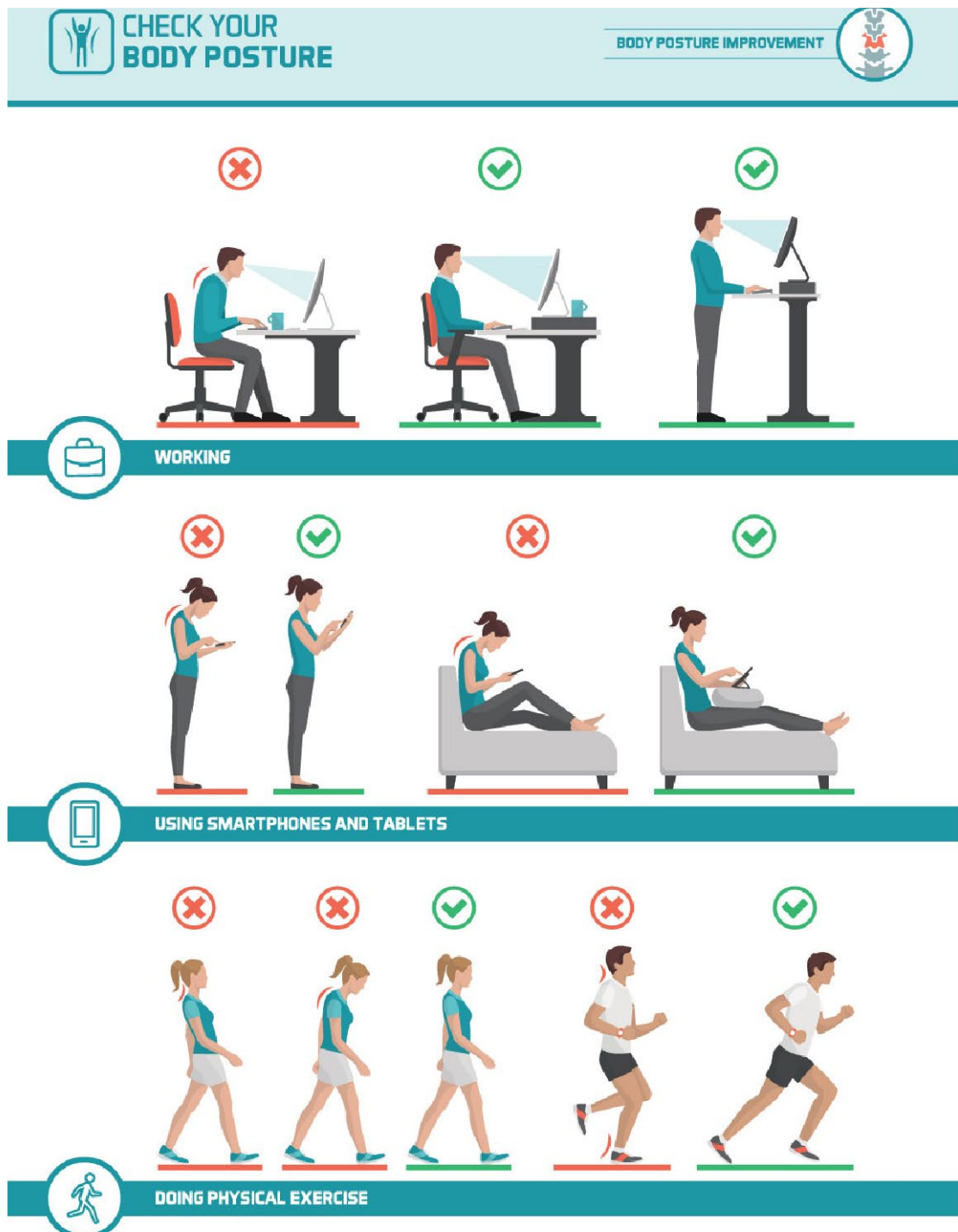
CEO and Founder of Backintelligence.com

Questions? Email Leon at Leon@BackIntelligence.com

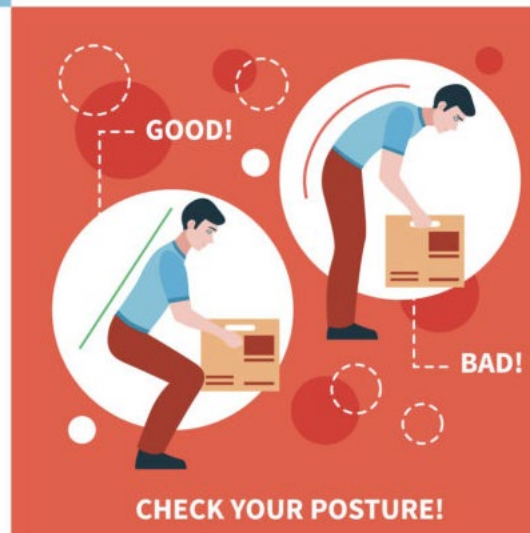
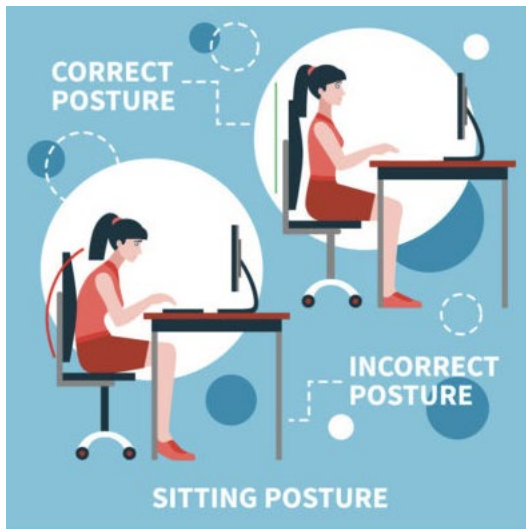
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<https://www.chiropractorgainesvillefl.com/tips-to-maintain-good-posture/>



<https://www.thehealthjournals.com/4-tips-improve-posture/>

Lesson #7

Safety during Exercise Competency Checklist:

⇒ Have an instructor or skills trainer sign off on each item as you demonstrate the ability to complete each exercise/activity.

Posture Exercises:

- ☐ Chin tucks
- ☐ W-squeezes
- ☐ YWLT

Breathing Techniques:

- ☐ Breathing during exercise

Body Mechanics:

- ☐ Lifting a box from the floor
 - Keep your feet apart (1 foot in front of the other)
 - Bend at the knees/hips (straight back)
 - Keep box close to the body

Sanitation/Hygiene:

- ☐ Use appropriate supplies for cleaning
- ☐ Thorough cleaning of equipment/workspace