



## Your Musculoskeletal Health Kit

Tools for creating a fun, effective program for bone and muscle health

Think of this as a great big cost-savings kit. Because the impact of work-related musculoskeletal disorders, or WMSDs, can have a huge impact on your company's bottom line. In fact, it's estimated that the economic burden of WMSDs is between \$45 and \$54 billion a year, with musculoskeletal disorders accounting for nearly 70 million physician office visits annually.<sup>1</sup>

**So how do you prevent musculoskeletal problems?** You engage your employees, and teach them about musculoskeletal health. Don't worry – you won't need a blackboard and a pointer. It can actually be a lot of fun!

This kit is your tool for putting together a program that makes employees aware of their bone, muscle and joint health, helping them manage existing conditions and avoid future problems, and improving their overall well-being. Put this program in place, and who knows – you might be walking a little taller, too.

1. National Research Council and the Institute of Medicine (2001). Economic burden measured by compensation costs, lost wages, and lost productivity.



# It's easy to start your musculoskeletal health program

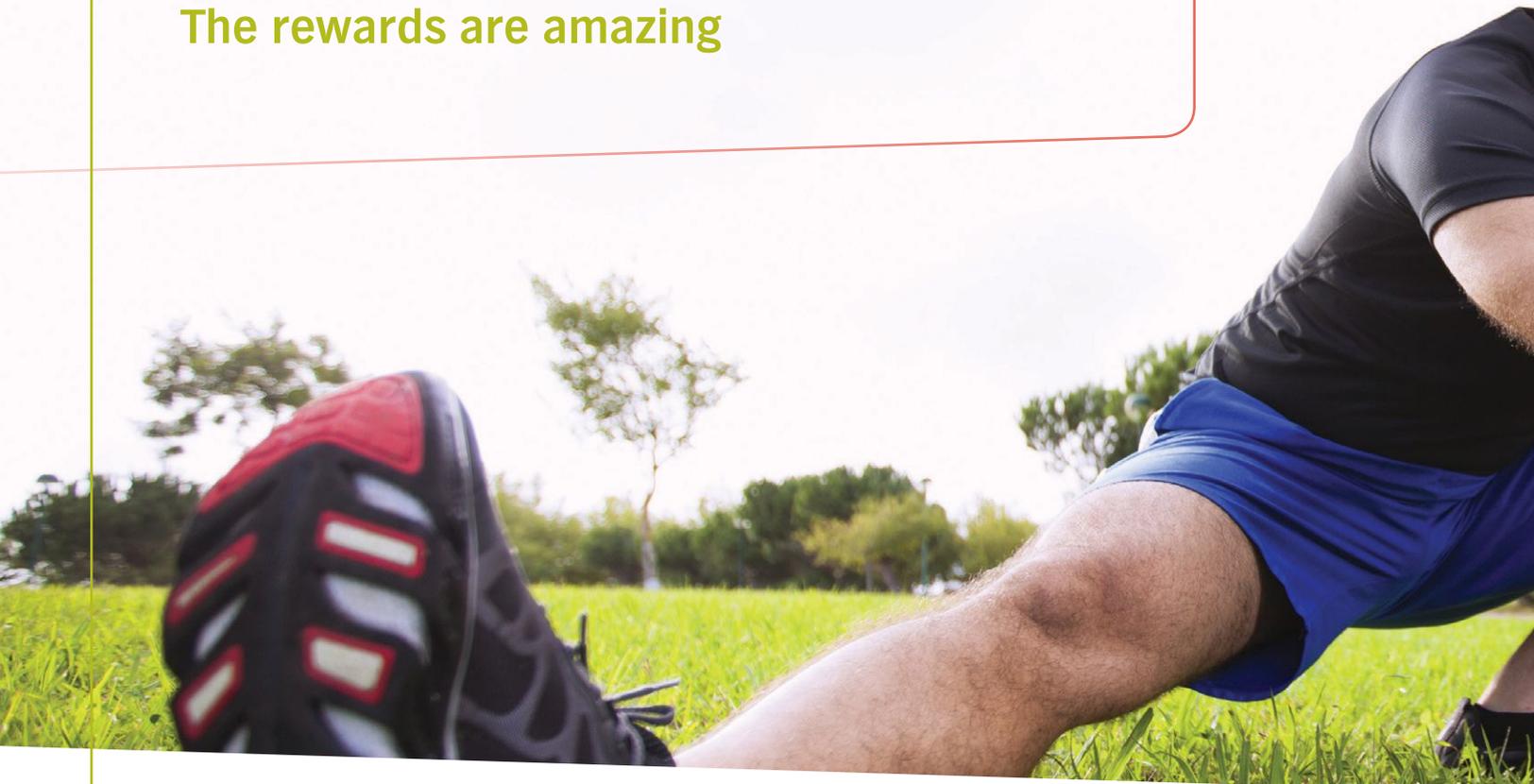
Your Musculoskeletal Health Kit contains links to materials you can simply download and distribute. It also includes a detailed guide for conducting a Musculoskeletal Fitness Challenge in your workplace, in case you need a little help getting started.

## A few points to remember when putting together your program:

- *Keep it simple.* All of the tools in this kit are meant to help you, and require very little time for you to manage.
- *Spread it out.* Don't distribute all communications to employees in the same week. Stagger messaging over several weeks – say 3 weeks or a month. You may even want to declare a Musculoskeletal Well-Being Month in your company.
- *Keep it fun.* Employees really want to enjoy being healthy. So present this program as a positive, helpful event, not a mandatory requirement. You want everybody to keep a healthy attitude!

# Challenge yourself every day

The rewards are amazing



## Start your own Musculoskeletal Fitness Challenge.

Make improving your well-being fun for everyone in your company by putting the challenge in place! We've designed a Musculoskeletal Fitness Challenge that lets you reach out to your employees and get them moving. You'll feel the energy as soon as it starts!

Here is how to use your  
Musculoskeletal Fitness  
Challenge Tools:

Click on the thumbnails to  
download each item individually.



## step 1

First – download or print the Program Planner. It will give an idea of how “points” are calculated during the challenge, what kind of prizes to give at the end, and other success tips.





**Don't distribute all communications to employees in the same week. Stagger messaging over several weeks.**

## step 2

Next, hang this poster in your workplace to promote the upcoming challenge.



## step 3

Finally, mark your calendar to send one challenge e-mail each week. We suggest running the challenge over a 4 week period. Included here is the copy you'll need, along with the attachments!



# The head bone's connected to the neck bone. And you're connected to a huge amount of sharable info on musculoskeletal health.

We've included suggested materials in each of our weekly emails, but here are the individual posters and fliers all in one place - just in case you need them!



## Guide to posture in the workplace

This helpful flyer gives advice on the correct posture for sitting, standing and lifting. *(Do not slouch while reading it.)*



## The Ache of Arthritis

An overview of the types of arthritis conditions. *(Great reading for all ages!)*



## Setting up your workstation

Their office chairs can be their friends. Use this in-depth tool from the Occupational Safety & Health Administration.



## The Anti-Arthritis Diet

You feel what you eat. This tells associates what foods may help arthritis symptoms, and what foods to avoid.



## Back pain

A flyer on how to avoid it, what causes it, and how to know if it's really serious.



## Take a tip from the Tin Man

Details on the many ways to treat arthritis.

Click on the thumbnails to download each item individually.



### Repetitive motion injury prevention

On-the-job tips for avoiding common injuries at the workplace.



### Keep motion injuries at bay

Poster with tips on preventing and treating repetitive motion injuries.



### Your office workout

An easy-to-use tool that offers associates ideas for working exercise into their day.



### Special Offers from Anthem

Yes, it feels good to belong. Remind your associates about all the extras they're entitled to as Anthem members.



### Employee Activity Log

Health challenge overview and activity log so your associates can participate and track their every move!

# Quick! Let's move!

Motivate employees on the spot with exercise text messages and e-blasts for their mobiles and desktop computers.

In addition to your Musculoskeletal Challenge, you can use these supplement communications to keep employees motivated. If you don't have the ability to send text messages, or do not desire to send additional e-blasts, you could post these small, short exercises on your company's intranet site.



## TEXT MESSAGES

Send these text messages out to all your employees for instant fitness awareness.

### TEXT MESSAGE #1

**Workercise!** Fist punch into the air like you just don't care. 4 times with your left arm. 4 times with the right. Then repeat 1 more time.

### TEXT MESSAGE #2

**Workercise!** Stretch those shoulders. Place one hand under your elbow. Lift your elbow and stretch it across your chest, don't rotate your body. Hold that stretch for 15 sec. Repeat with the other arm.

### TEXT MESSAGE #3

**Workercise!** Stop everything and take a 15 min walking break wherever you are.

NOTHING SAYS "FITNESS TIME" LIKE A COMPANY-WIDE EXERCISE!



### EXERCISE E-BLAST #1

SUBJECT LINE: **It's time to Workercise!**

#### **FITNESS FIST PUMP!**

Fist punch into the air with your left arm four times. Then switch to the right - four times. Left, four more times. Right, four more times. Now give yourself four double-fist-pumps for rocking that exercise!

### EXERCISE E-BLAST #2

SUBJECT LINE: **It's time to Workercise!**

#### **STRETCH THOSE HARD-WORKING SHOULDERS OF YOURS!**

Place one hand under your elbow. Lift your elbow and stretch it across your chest, without rotating your body. Hold that stretch for 15 seconds. You should feel a little tension in the back of your shoulder. Repeat with the other arm.

\*Adapted from mayoclinic.org

### EXERCISE E-BLAST #3

SUBJECT LINE: **It's time to Workercise!**

#### **IT'S LAPTIME!**

Stop everything - it's time for every one of us to take a lap around the office! The line starts at \_\_\_\_\_'s desk at .:00 sharp. And - go!

### E-BLASTS

Send them a little e-motivation. Shoot coworkers a mass email to get the whole company moving.



To download the content of these messages and e-blasts just click on this button.

## A HEALTHIER WORKFORCE STARTS WITH YOU.

As a human resources professional, you're all about keeping your employees happy and healthy. Anthem is here to help. This Musculoskeletal Health Kit is just one way we're working with companies like yours to instill a culture of health in the workplace. We welcome your input on this program, and would appreciate it if you shared the results of your Musculoskeletal Health program. Please contact your Anthem representative with your feedback. And watch for more wellness programs coming soon from Anthem. By making wellness a priority, our workforce can keep growing stronger.



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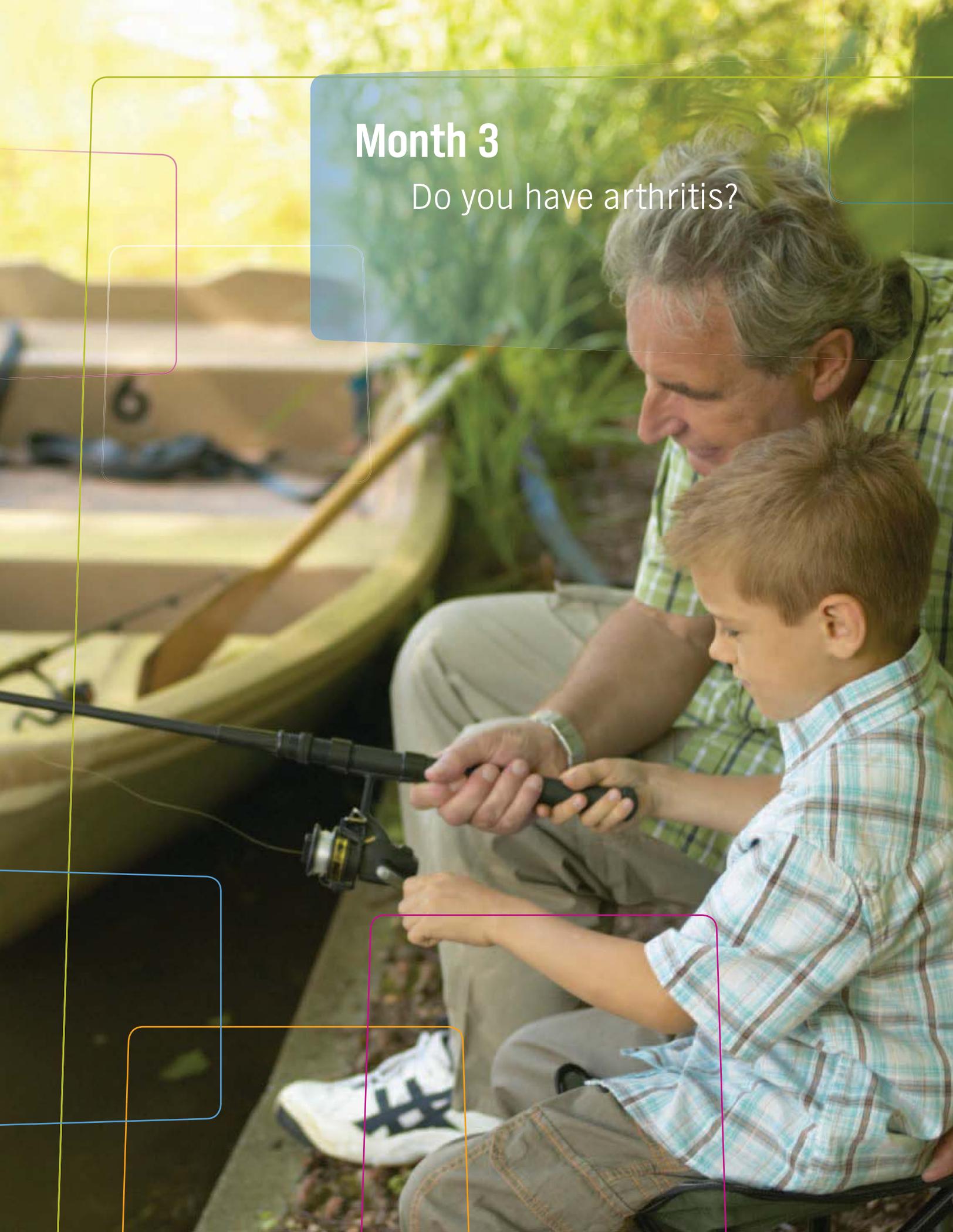
**You can find out more about arthritis at [anthem.com](https://www.anthem.com)**

To get more information, just follow these steps:

1. Log in at [anthem.com](https://www.anthem.com).
2. If you're not registered to use the site, follow the instructions to register.
3. Click on "Health & Wellness."
4. Under "Health Topics," click "View all."
5. Under "Conditions," click "Arthritis."
6. Read the article "When You Should Call a Doctor About Arthritis Symptoms" under "Symptoms."

## Month 3

Do you have arthritis?



## Resources for month 3

### Email or letter for employees (next page)

This explains the materials and activities for the month. Send this communication to your employees on the first day of the month. Send it in an email or a letter, or whatever format works best for you.

### Educational article

This helpful article can be sent by email or hard copy to your employees. It's good for newsletters too:

- [Tests and diagnosis of arthritis](#)

### Poster

Print this poster and place it around your company's building:

- [Talking to your doctor about arthritis](#)

### Online resources

Encourage your employees to visit [anthem.com](https://www.anthem.com) and load up on great resources for those who are concerned about arthritis.

1. Log in to [anthem.com](https://www.anthem.com).
2. If you're not registered to use the site, follow the instructions to register.
3. Click on "Health & Wellness."
4. Under "Health Topics," click "View all."
5. Under "Conditions," click "Arthritis."
6. Read the articles under "Health tips."



Want to send this email to your employees?  
Just click [here](#) to copy the content.

## Month 3: Do you have arthritis?

Dear <INSERT COMPANY NAME> Employee,

As you learn more about arthritis, including the signs and symptoms of the condition, you may suspect that you have arthritis.

It's important to see a doctor and get the right tests to find out if you have arthritis and the type of arthritis. You may need to see a doctor called a rheumatologist who specializes in treating arthritis.

Your doctor will conduct a physical exam and ask you for a complete medical history, including your symptoms.

You may get an X-ray or lab test on your blood, urine or joint fluid to help your doctor figure out the type of arthritis you may have.

Next, your doctor can help you map out a course of treatment so you can stay physically active and enjoy life.

To learn more about the signs of arthritis, read the article [“Tests and diagnosis of arthritis.”](#)



**You can find out more about arthritis at [anthem.com](https://www.anthem.com)**

To get more information, just follow these steps:

1. Log in at [anthem.com](https://www.anthem.com).
2. If you're not registered to use the site, follow the instructions to register.
3. Click on "Health & Wellness."
4. Under "Health Topics," click "View all."
5. Under "Conditions," click "Arthritis."
6. Read the articles under "Health tips."



## Month 4

Managing arthritis

## Resources for month 4

### **Email or letter for employees (next page)**

This explains the materials and activities for the month. Send this communication to your employees on the first day of the month. Send it in an email or a letter, or whatever format works best for you.

### **Educational article**

This helpful article can be sent by email or hard copy to your employees. It's good for newsletters too:

- [Medical treatments for arthritis](#)

### **Poster**

Print this poster and place it around your company's building:

- [Show arthritis who's boss](#)

### **Online resources**

Encourage your employees to visit [anthem.com](http://anthem.com) and load up on great resources for those who are concerned about arthritis.

1. Log in to [anthem.com](http://anthem.com).
2. If you're not registered to use the site, follow the instructions to register.
3. Click on "Health & Wellness."
4. Under "Health Topics," click "View all."
5. Under "Conditions," click "Arthritis."
6. Read some of the articles under "Treatments."



Want to send this email to your employees?  
Just click [here](#) to copy the content.

## Month 4: Managing arthritis

Dear <INSERT COMPANY NAME> Employee,

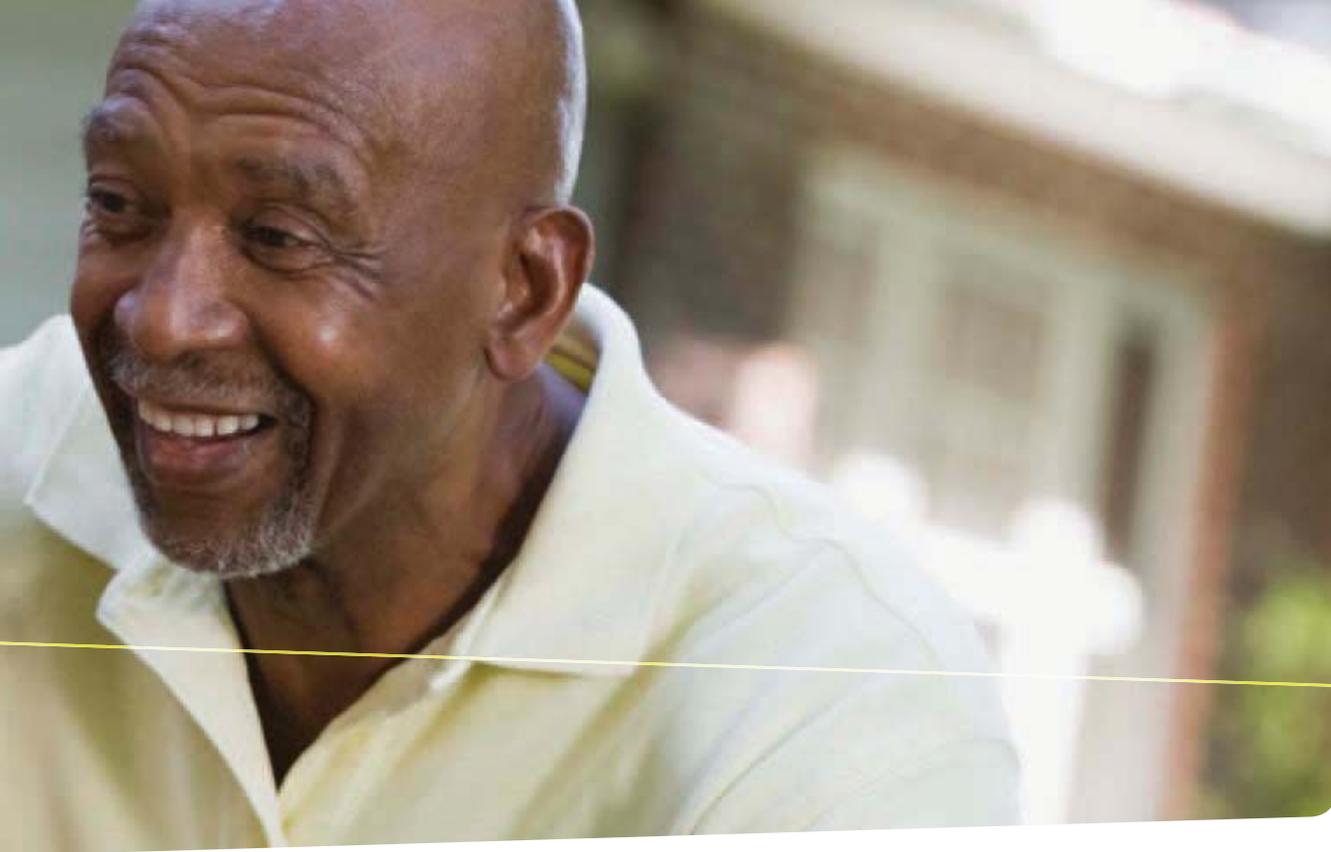
If you know that you have arthritis, it's time to take that first step to manage it. We know that it can be hard to change old habits. It's against human nature. But it's well worth it.

As you've been learning more about arthritis, you've probably been thinking about getting the treatment you need to stay healthy. The goal of treatment is to relieve pain and help you to move your joints so you can stay active.

You can take some simple steps to successfully live with arthritis. This includes:

- Getting enough sleep
- Doing the right type of exercise
- Eating a healthy, balanced diet
- Learning how to use and protect your joints

Treatment may also include medication, controlling your weight, and surgery. Learn more about arthritis and managing it by checking out the article "[Medical treatments for arthritis.](#)"



**You can find out more about arthritis at [anthem.com](https://www.anthem.com)**

To get more information, just follow these steps:

1. Log in at [anthem.com](https://www.anthem.com).
2. If you're not registered to use the site, follow the instructions to register.
3. Click on "Health & Wellness."
4. Under "Health Topics," click "View all."
5. Under "Conditions," click "Arthritis."
6. Read some of the articles under "Treatments."



## Month 5

Keeping a handle on arthritis

## Resources for month 5

### Email or letter for employees (next page)

This explains the materials and activities for the month. Send this communication to your employees on the first day of the month. Send it in an email or a letter, or whatever format works best for you.

### Educational article

This helpful article can be sent by email or hard copy to your employees. It's good for newsletters too:

- [Daily living and coping with arthritis](#)

### Poster

Print this poster and place it around your company's building:

- [Stress relief for arthritis](#)

### Smoking Cessation Lifestyle Improvement Program

This flier invites your employees to join the Smoking Cessation Lifestyle Improvement Program. You can email this PDF or print it and post it around your office.

- [Quitting is a team effort](#)

### Sign up for a Lifestyle Improvement Program<sup>SM</sup>

Lifestyle Improvement Programs are self-paced and help your employees make some positive changes, such as quitting smoking, losing weight and exercising. By making these changes, employees can be healthier and have a longer life.

Here's how they can sign up:

1. Log in to [anthem.com](#).
2. If you're not registered to use the site, follow the instructions to register.
3. Click on "Health & Wellness."
4. On the left-hand side of the page, click on "Wellness Tool Kit."
5. Under "Lifestyle Improvement," select a Lifestyle Improvement Program to get started.



Want to send this email to your employees?  
Just click [here](#) to copy the content.

## Month 5: Keeping a handle on arthritis

Dear <INSERT COMPANY NAME> Employee,

By now, you've probably figured out that it's best to keep things simple when it comes to arthritis. Making a few small steps can add up to big rewards like a more active lifestyle.

Taking care of small problems before they become big ones can make a huge difference in your life. With arthritis, that's especially true.

For example, when your joints are hot and inflamed, put something cold on the joints to help reduce the pain and swelling. You can even use a bag of frozen vegetables if you don't have an ice pack.

You can find more information and tips in ["Daily living and coping with arthritis."](#)

If you smoke, did you know that it can increase your risk of having more problems from arthritis? This is why you should think about quitting. Besides, there are many other health benefits when you stop smoking.

### **Sign up for a Lifestyle Improvement Program<sup>SM</sup>**

Would you like some help with kicking the smoking habit? If so, you should check out Anthem's Lifestyle Improvement Programs.<sup>SM</sup>

These online programs allow you to go at your own pace and make positive changes, such as quitting smoking, exercising and losing weight. By making these changes, you can be healthier and have a longer life.

For more information, see ["Quitting is a team effort."](#)



**Here's how you sign up:**

1. Log in to [anthem.com](https://www.anthem.com).
2. If you're not registered to use the site, follow the instructions to register.
3. Click on "Health & Wellness."
4. On the left-hand side of the page, click on "Wellness Tool Kit."
5. Under "Lifestyle Improvement," select a Lifestyle Improvement Program to get started.



## Month 6

We've only just begun

## Resources for month 6

### **Email or letter for employees (next page)**

This explains the materials and activities for the month. Send this communication to your employees on the first day of the month. Send it in an email or a letter, or whatever format works best for you.

### **Educational article**

This helpful article can be sent by email or hard copy to your employees. It's good for newsletters too:

- [Nutrition and exercise for arthritis](#)

### **Poster**

Print this poster and place it around your company's building:

- [Tips for coping with arthritis](#)

### **Special activity (next page)**

Test your employees' knowledge of arthritis and consider offering a prize for the person who answers all of the questions correctly first.



Want to send this email to your employees?  
Just click [here](#) to copy the content.

## Month 6: We've only just begun

Dear <INSERT COMPANY NAME> Employee,

Can you believe that six months have already passed since we started the “Road to good health” arthritis awareness program? We hope that you’ve learned some important information about arthritis and made some small steps to health.

One of the most important steps you can take is staying physically active. This includes exercise such as walking, bicycling and swimming. Exercise has important benefits, such as reducing pain and improving your quality of life.\*

To find out more about exercise and nutrition when you have arthritis, see [“Nutrition and exercise for arthritis.”](#)

We want you to continue on your road to health. This is just a start. As a refresher, try your hand at this quick quiz.

[OPTIONAL COPY] If you are the first person to answer all of the questions correctly, you’ll win a prize.

### Arthritis quiz

(Note: Questions are based on articles; however, different questions can be used. Answers are : d, d, c, d and d.)

1. Which exercises can benefit a person with arthritis?
  - a. Stretching
  - b. Strength training
  - c. Aerobic exercises
  - d. All of the above
  
2. Which of the following statements is TRUE?
  - a. There are more than 100 types of arthritis
  - b. There are only 10 types of arthritis
  - c. Two of the most common types are osteoarthritis and rheumatoid arthritis
  - d. Both a and c



**3. What foods are good for those with arthritis?**

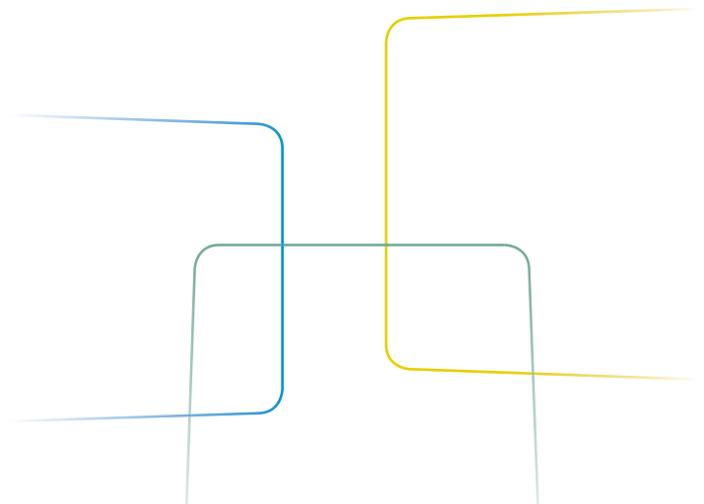
- a. Food and drinks high in sugar
- b. Fried or processed foods
- c. Foods with Omega-3 fatty acids, like fish and flaxseed
- d. White bread, or other foods low in fiber

**4. What are some symptoms of arthritis?**

- a. Stiffness and swelling
- b. Pain
- c. Mood changes
- d. Both a and b

**5. Which of the following can be helpful tips to reduce arthritis symptoms?**

- a. Get enough sleep
- b. Reduce stress
- c. Maintain a healthy weight
- d. All of the above





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