



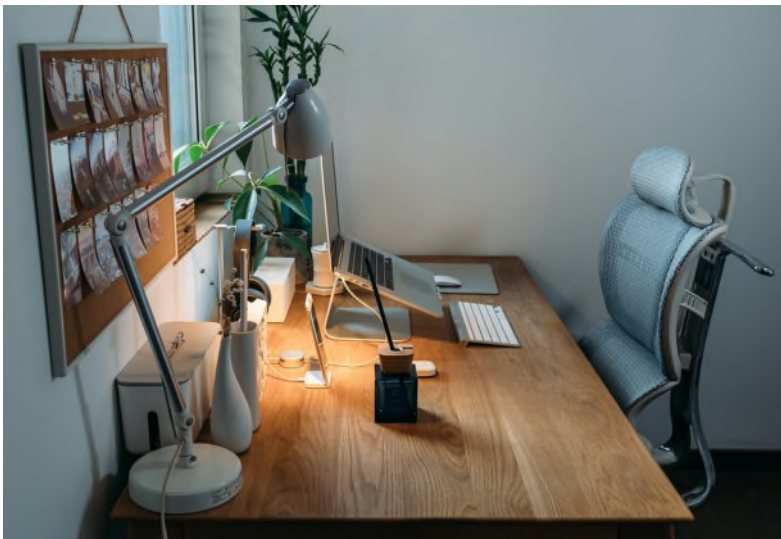
Office Ergonomics

Introduction

Deskbound employees spend most of the time at a workstation using a computer in the office, or when working from home.

Poor workstation ergonomics conditions could affect the well-being and comfort of the employees. It could lead to:

- » Musculoskeletal disorders where there is discomfort and pain in muscles, joints or other soft tissues
- » Health complaints such as headache, migraine and dry eyes

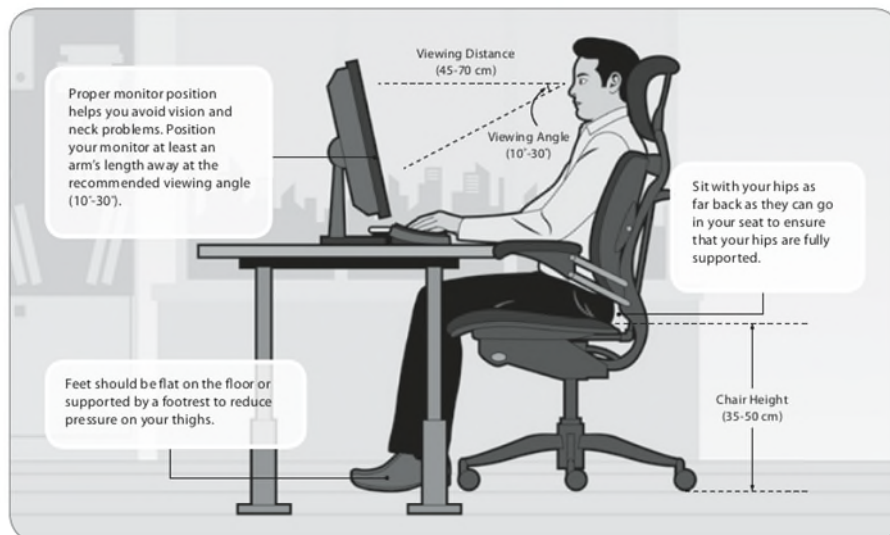


Duties of the employer

Workstation ergonomics hazards can be managed through providing information, instruction and training on office ergonomics.

Information, instructions and training should include:

- » The hazards and risks posed by poor ergonomics whilst at the workstation that are identified in a risk assessment
- » The control measures taken to address the identified risks
- » Training to create awareness on how to work ergonomically



Picture: Recommended Work Posture (Source: WSHC, Singapore)

Best Practices in office ergonomics

Both employers and employees must be vigilant in understanding and managing office ergonomics exposures.

Some of the best practices are:

1. Reduce glare from natural lights by using curtains or place monitors perpendicular to the windows
2. Reduce glare from artificial lights by installing louvers or place screen parallel to light fittings
3. Prop the laptop to bring the top of the screen to eye level when a laptop is used for extended period
4. Take occasion breaks, stand up and stretch or walk around to avoid prolonged sitting
5. Place frequently used items in the within an arm reach at the workstation to minimize awkward overstretching
6. Support the arms on the arm rest to avoid straining the neck and shoulders muscles when typing on the keyboard
7. Avoid the forward head posture by keeping the head straight instead of slanting forward when working on the computer
8. Stop wedging the phone receiver between the neck and ear when talking on the phone
9. Rest your eyes occasionally by looking at objects at a distance for several seconds

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