



Ergonomics & Hygiene 2023

Collaboration for Sustainable Health in Future of Work

Ergonomics in Everyday Office Work.





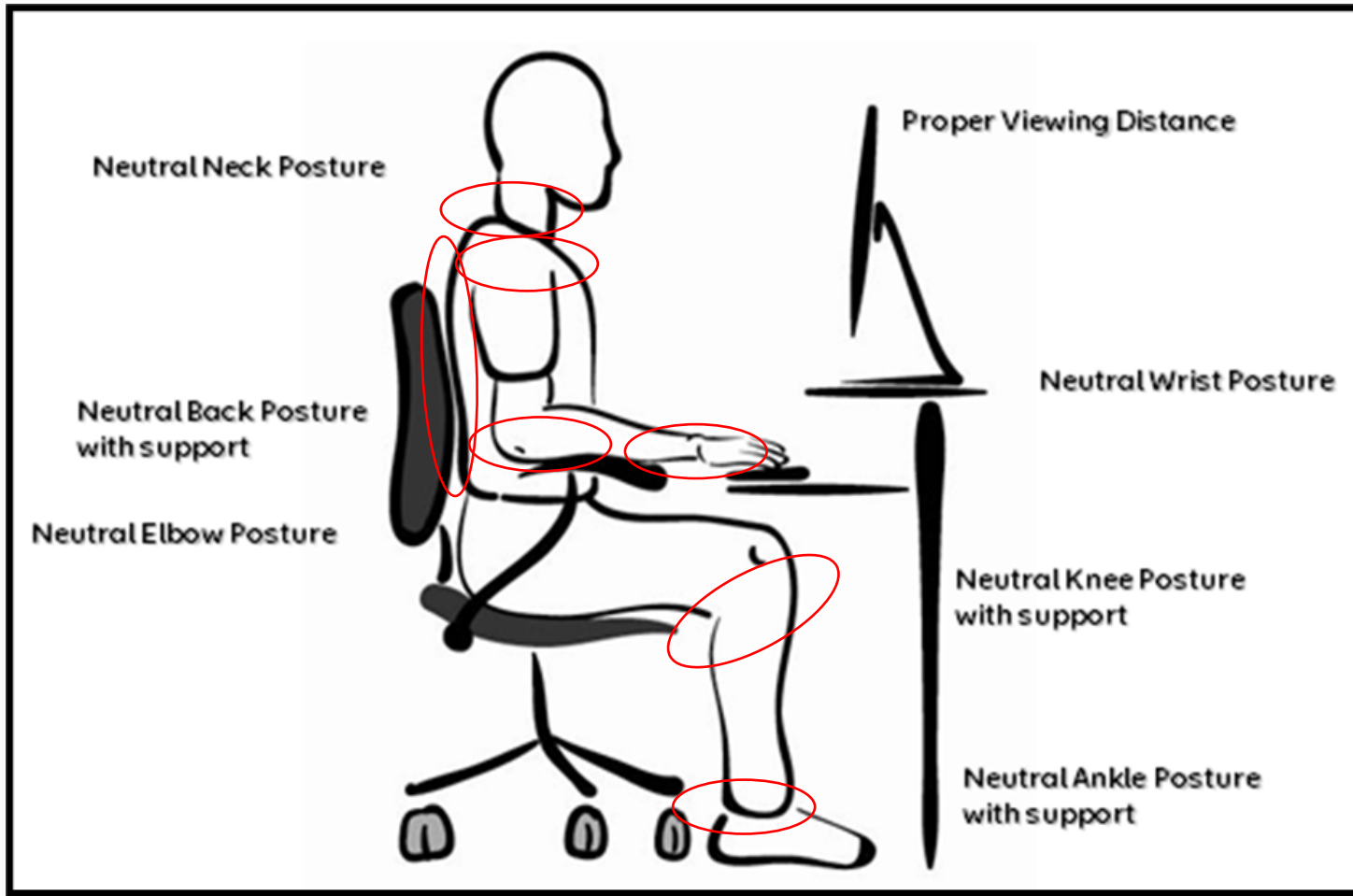
Ergonomics @
BlackBerry starts
on Day 1!



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NEUTRAL POSTURE

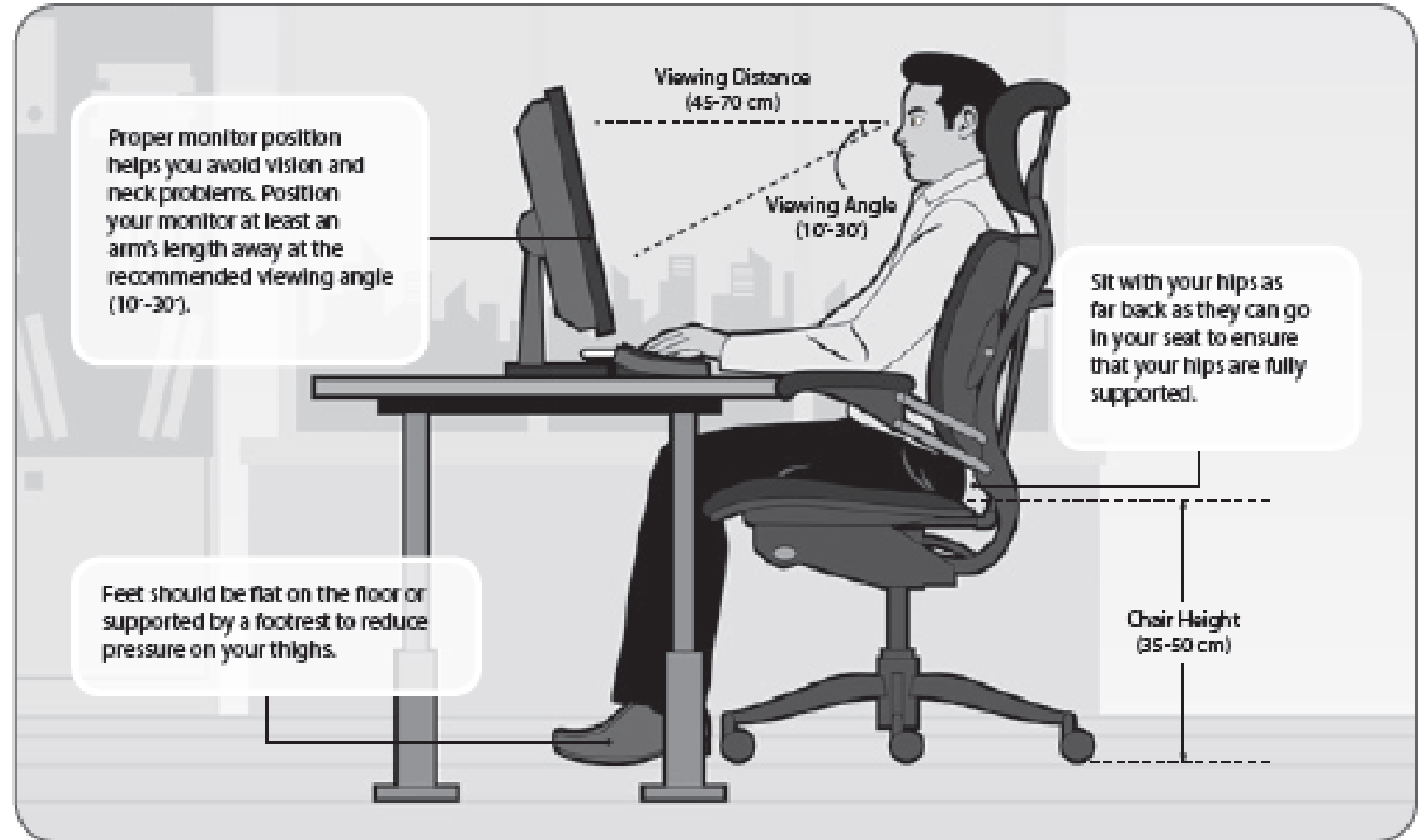




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Annex B – Recommended Workstation Design and Work Posture

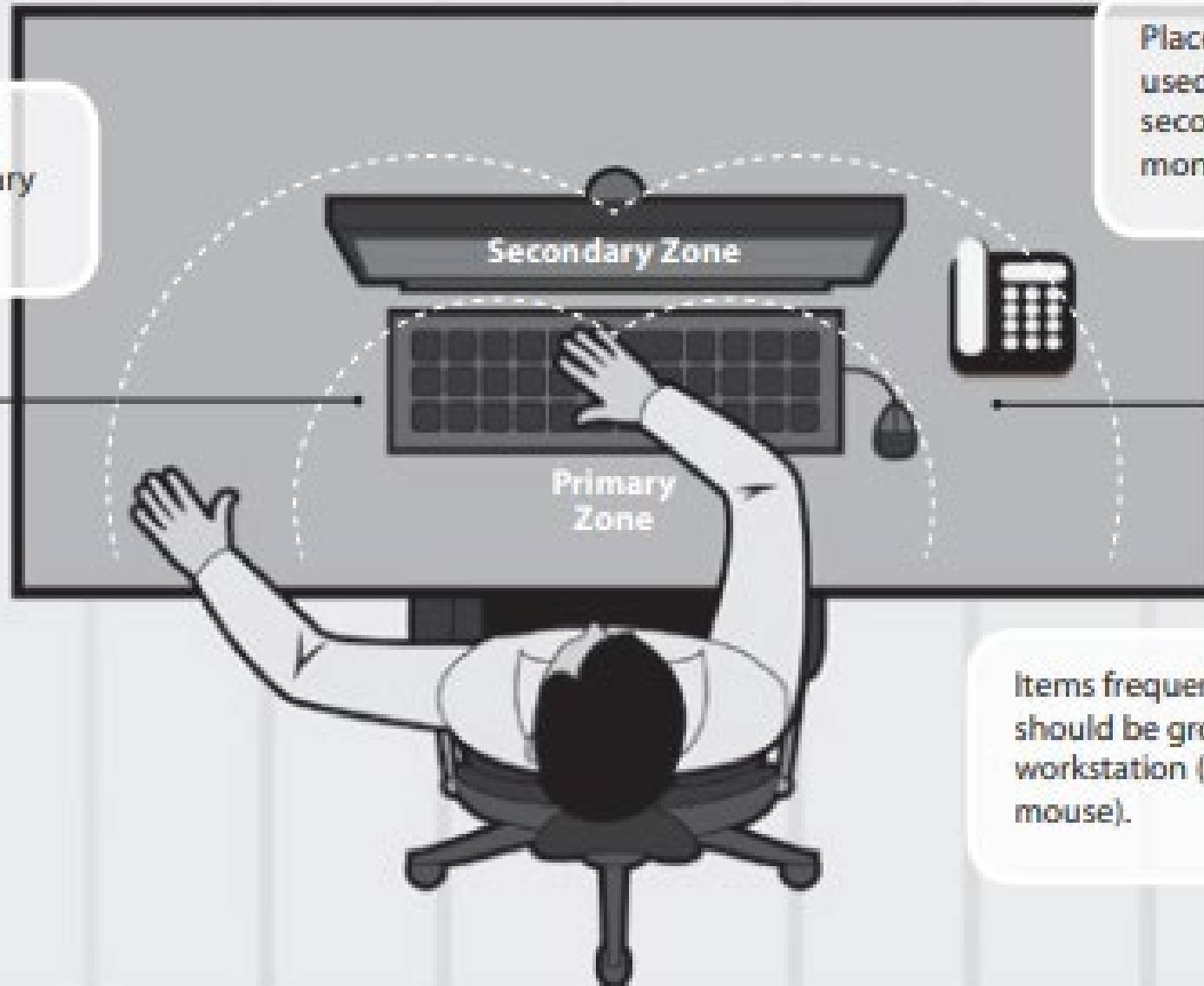


Ref: Singapore WSH Guidelines - Improving Ergonomics in the Workplace

Poor office ergonomics can strain muscles, leading to aches, pains and musculoskeletal disorders. Prevent sprains and strains with proper workstation design and placement of equipment, and by adopting proper work postures.

Place frequently used items within the primary zone (e.g., files).

Place less frequently used items within the secondary zone (e.g., monitor).



Items frequently used together should be grouped together at the workstation (e.g., keyboard and mouse).

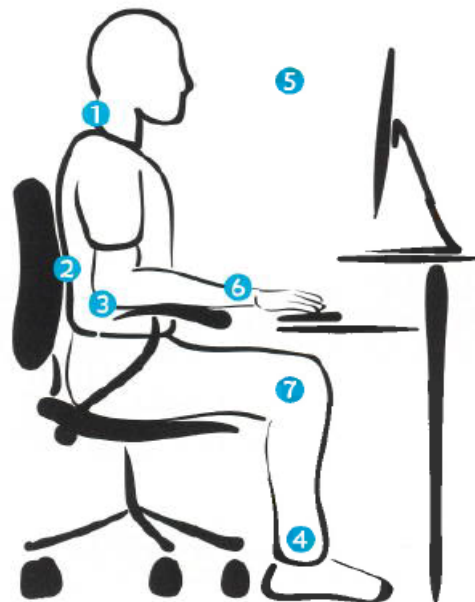


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Fit your new environment to you.



- 1. Neutral neck posture:**
Adjust the height of your monitor so your eyes are in line with the top of the screen when you are sitting in an upright position looking straight ahead.
- 2. Neutral back posture:**
Adjust the height and angle of your backrest/lumbar support to support the curve in your lower back.
- 3. Neutral elbow posture:**
Position your keyboard at elbow height.
- 4. Neutral ankle posture:**
Adjust your chair height so your feet are flat on the floor or add footrest.
- 5. Proper viewing distance:**
Adjust the monitor to a distance of about an arm's length from your seated position.
- 6. Neutral wrist posture:**
Ensure your forearms or wrists are straight not bent when using the mouse or keyboard.
- 7. Neutral knee posture:**
Adjust your chair height so that your hips are even with your knees. Adjust your seat pan depth so there are two to three inches of space between your knees and the end of the chair.

Medical accommodation

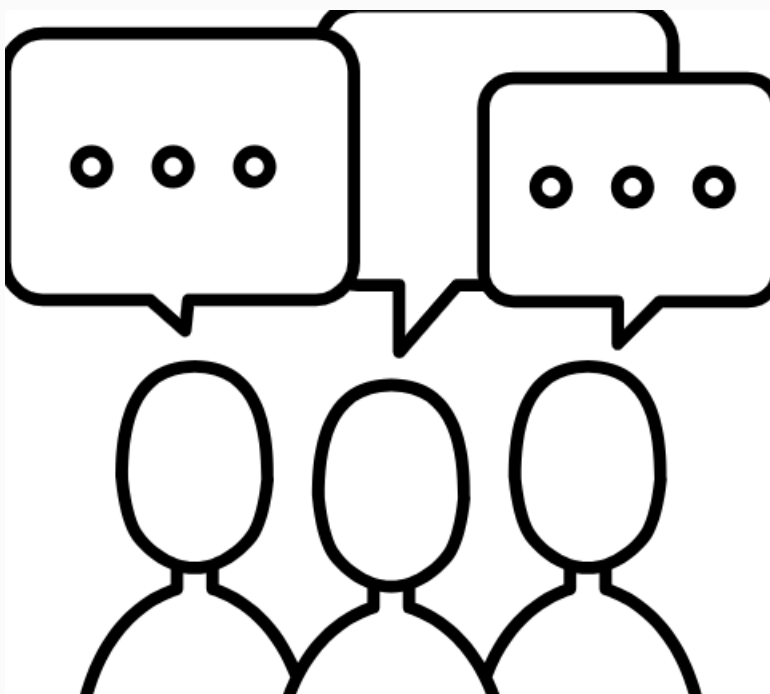
Ergonomic assessment for medical condition or complaints of discomfort.





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Ergonomics

Ergonomics fits your work and tools to you, so you can do it better, safer, and happier. It includes designing workstations, tools, and work tasks for:

- Safety
- Efficiency
- Comfort

Ergonomics eliminates risk factors like:

- Awkward postures (bending, twisting)
- Repetitive motions (frequent reaching, lifting, carrying)
- Forceful exertions (carrying or lifting heavy loads)
- Ineffective or hazardous protective wear, lighting, noise, extreme temperatures, vibration, and contact stress





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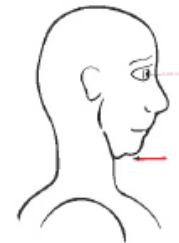
Onsite demonstration and ergonomic assessments during Wellness Days / Health Fairs or Ergo Days.



Ear to Shoulder Bend



Neck Rotations



Chin Tuck



Shoulder Blade Squeeze



Finger Squeezes



Wrist Stretch

Stretches

- Increase energy levels and circulation
- Improve range of motion, posture, agility, and balance
- Reduce chances of incurring occasional or chronic pain
- Enhance the ability to work with ease
- Reduce risk of injury

Microbreaks

The human body is always active. Even while you are seated, postural muscles hold the upper body and head upright. Prolonged exertion can fatigue the muscles. Frequent breaks can help lower the exposure to ergonomic injury risk. Avoid extended periods of the same tasks by taking two-minute breaks or performing other tasks.

Microbreak Suggestions:

- Alter your tasks (break up continuous computer time with checking phone messages, reading reports, etc.)
- Walk to a colleague to ask a question as opposed to emailing them
- Stand up when using the phone
- Go to the restroom or get some water
- Complete stretches

Visit [go/healthy](#) or [go/ergorequest](#).

Glare on Monitor

If you can comb your hair while looking at your monitor – you have a glare problem!



- Try tilting your monitor downward
- Use an anti-glare screen
- If able to, position your monitor correctly with respect to the window

Communication and Education on:

- Benefits of Ergonomics
- Importance of movement and stretching
- Legal basis
- Proper use of ergo equipment and tools
- Environmental condition
- Q&A

4 Health aspects of office work

4.1 General

Some health concerns associated with office work are as follows.

4.2 Musculoskeletal disorders

4.2.1 Office workers commonly report musculoskeletal problems (e.g. fatigue, pain and stiffness) in the neck, shoulders, back and upper limbs. Risk factors include awkward postures, prolonged work, repetitive work and/or poor workstation design.

4.2.2 Neck and shoulder complaints are the most common. These are mainly caused by prolonged static and awkward postures, and unsupported arms. Wrist pain may be due to prolonged work using a keyboard or mouse. In addition, working on a computer can cause or aggravate back pain, especially if the seating is poor or improperly adjusted, workstation has insufficient space or if there is prolonged sitting in awkward postures.

4.3 Visual discomfort

4.3.1 There is little evidence that work with computers can cause permanent visual impairment. However, headaches, eyestrain and visual fatigue/discomfort such as tired, dry or irritated eyes, and blurring of vision are common complaints.

4.3.2 Factors that may increase the risk of visual discomfort include the lack of display contrast and sharpness, flicker (lighting and older computer monitors), poor positioning of the screen, poor legibility of the screen, keyboard or source documents, inappropriate workplace lighting and glare, uncorrected vision and prolonged close vision work. Refer to Annex B for medical examinations for computer users.

4.4 Reproductive effects and radiation from visual display units (VDU)

There is little evidence that electromagnetic radiation (X-ray, ultraviolet, infrared, microwave and radiofrequency) can adversely affect pregnancy. The levels of such radiation are found to be either non-detectable or insignificant.

4.5 Work stress

Work stress may present a variety of symptoms such as tension headache, irritability, anxiety, insomnia, decreased concentration, increased mistakes and depression. Prolonged stress may result in "burnout", physical and/or mental illness. Stress may arise from work itself or from difficult relationships at work.

Stand/Move or die?



Sitting For Too Long Is So Bad It Could Be Responsible For 4 Per Cent Of Global Deaths

AFP/Relaxnews

Posted: 09/22/2016 10:55 am EDT | Updated: 09/22/2016 10:55 am EDT

No Static
Posture!

*Take two or three 30 to 60 second
microbreaks each hour to allow
your body to recover from periods
of repetitive stress.
Stand, walk or stretch to increase
blood circulation.*



Sit/Stand
every 30
minutes



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US National Eye Institute – 1 of 10 Healthy Vision Tips

8. 20/20/20 RULE

Give your eyes a break.

Do you spend a lot of time looking at a computer, phone, or TV screen? Staring at any one thing for too long can tire your eyes. Give your eyes a rest with the 20-20-20 rule: Every 20 minutes, look about 20 feet away for 20 seconds.



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Dedicated Intranet for employees to easily find resources on ergonomics

SPO @ BlackBerry About Us COVID-19 Resources Report an Incident EHS Policy Emergency Environment **Ergonomics** EHS Procedures & Forms Training Library [EDIT LINKS](#)

Ergonomics



photos for ergo assessment R1 German.pdf

OFFICE ERGONOMICS

ENSURING PROPER WORKSTATION SETUP

1. Review the Workstation Setup Resources and Training Materials and make adjustments to your workstation.
2. If after a few days you still do not feel like you have the correct workstation set up then you can request an ergonomic assessment thru **Workday**. **Click this link** for instructions.
3. Additional information may be asked for ergo assessment. Refer to the list on the right hand column for this.
4. If as part of your ergonomic assessment you have been asked to

ACCESSIBILITY SERVICES

BARRIER FREE WORK ENVIRONMENT

BlackBerry strives to create a barrier-free work environment for all of our employees by following universal design principles wherever possible in our facilities. Examples of universal design include: contrasting colours and tactile features on signage, automatic doors and adjustable workstations.

Please contact [EHS](#) for information on ensuring your workplace is barrier free.

ERGONOMIC RESOURCES

WORKSTATION SETUP

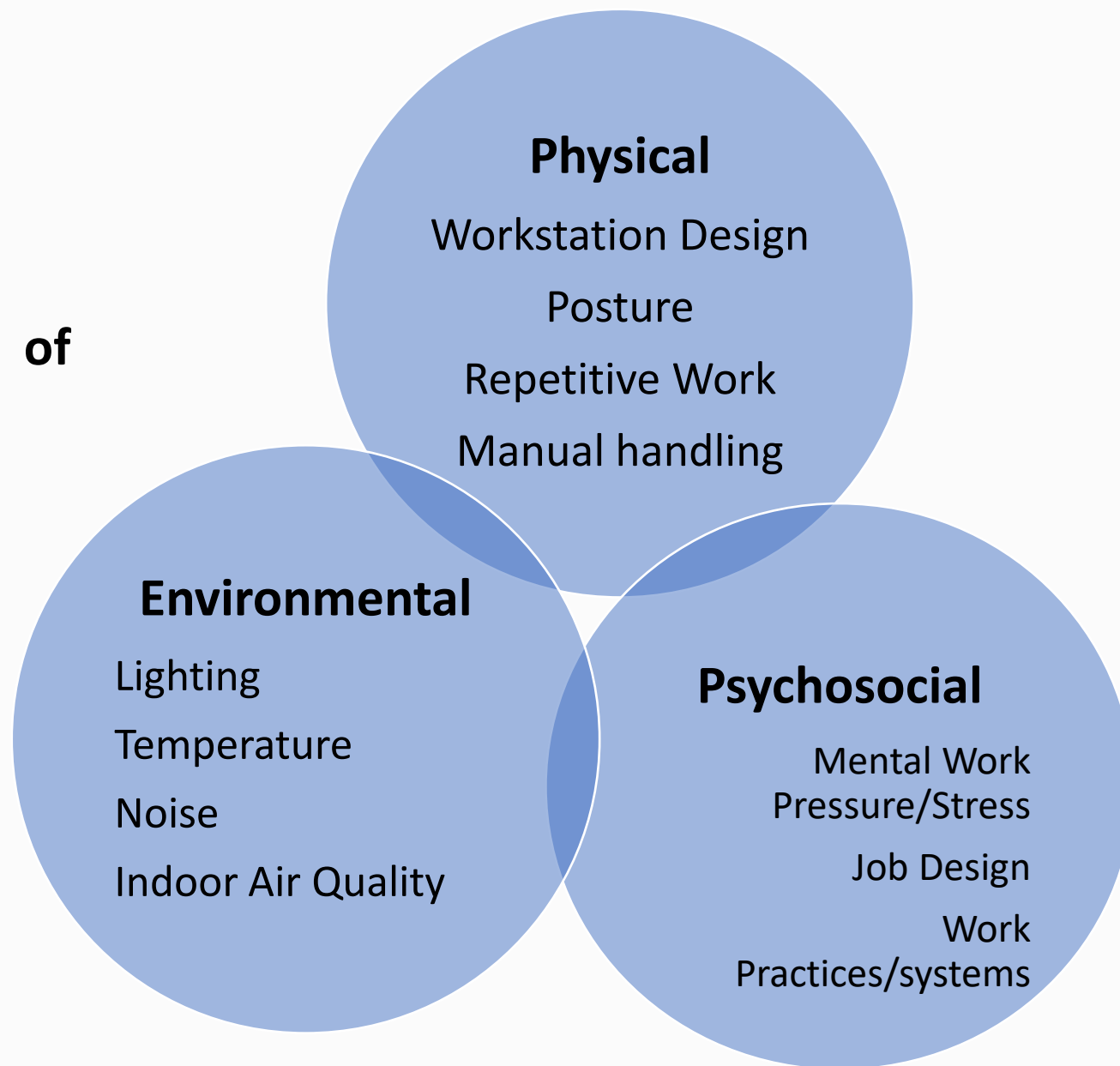
- Basic Ergonomics for setting up your workstation
- Workstation Guide - Sitting
- Workstation Guide - Sit/stand
- Workstation Setup - Desk with Keyboard Tray
- Workstation Setup - Fixed Desk (no Keyboard Tray)
- Workstation Setup - Fully Height Adjustable Desk
- Workstation Setup - Ergotron
- Workstation Setup - Varidesk
- [Programming a Fully Height Adjustable Desk](#)



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Interacting Factors of Office Ergonomics



**BlackBerry
Health Benefits
and Programs**



Ergonomics



Wellness Sessions/
Talks by Workplace
Options



Stress Risk
Assessment
conducted in 2020



EAP Support

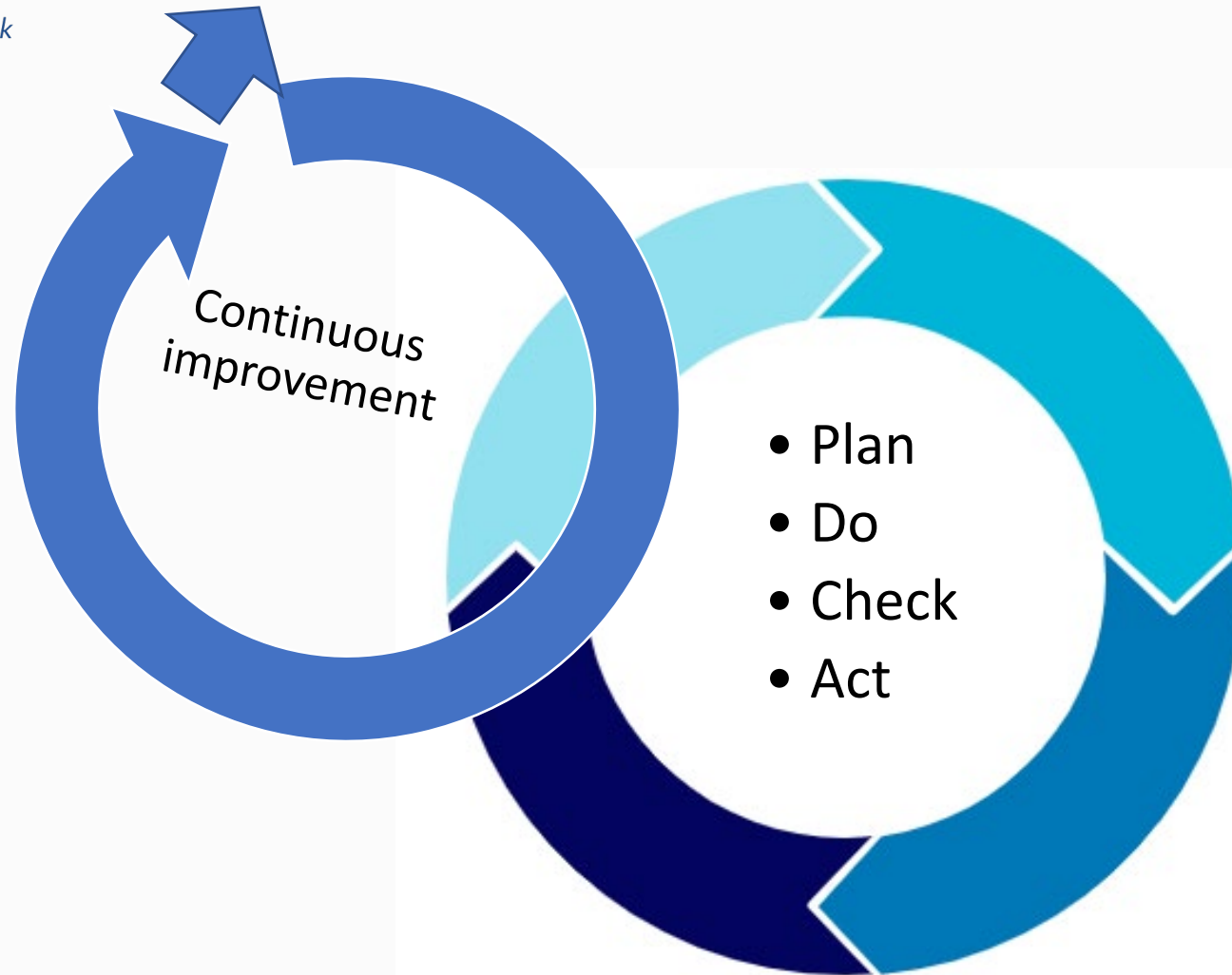
BlackBerry Singapore recognized for its exemplary health efforts particularly on its ergonomics program ...by Mr. Minister Zaqy Mohamad, Senior Minister of State, Ministry of Defence and Ministry of Manpower, Singapore





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Thank you!





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References:

BlackBerry Environment Health and Safety Intranet. Ergonomics Page.

Madeline Holcombe, January 12, 2023. CNN, Fitness: Sitting too much is bad for your health, but offsetting the impact is easy, study shows. Available at <https://edition.cnn.com/2023/01/12/health/sitting-prolonged-study-wellness/index.html>

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