



# OFFICE ERGONOMICS FOR GOOD HEALTH

If your work involves sitting at a desk, discomfort doesn't have to be part of the job. You may be able to avoid some of the health problems associated with seated work, such as neck and back pain and sore wrists and shoulders, by using proper office ergonomics. Chair height, equipment spacing and desk posture all make a difference. Use this guide to ease stress on your body, protect your joints and help you stay comfortable as you work.

**WRISTS**

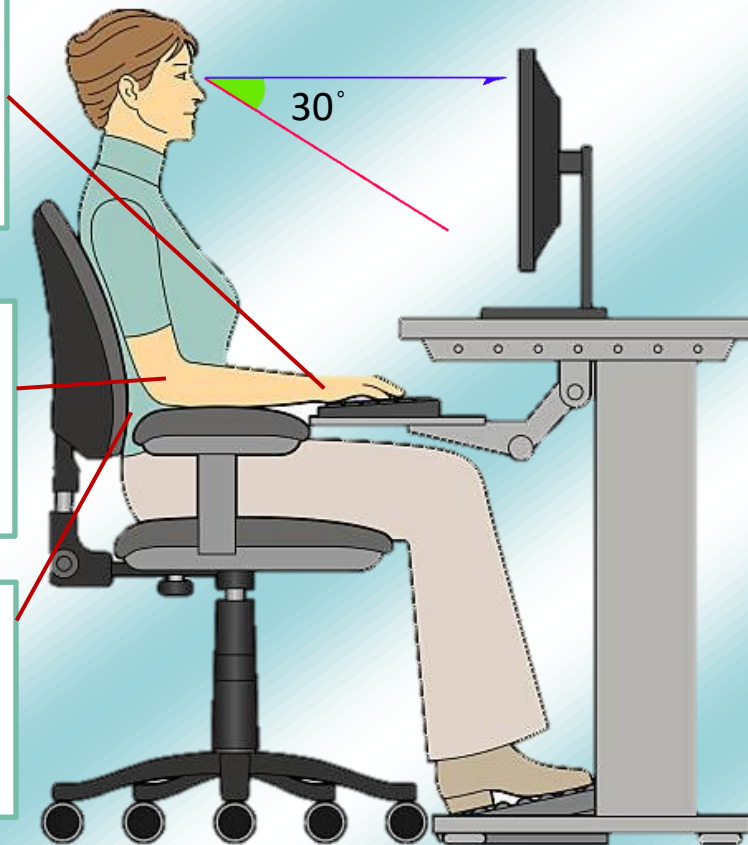
With elbows at desk level, your wrists should be straight, using a wrist rest if desired.

**ELBOWS**

Adjust the height of the chair so that your elbows are at desktop level.

**LOWER BACK**

Adjust your seat back for good support of the lower back, using a lumbar pillow if needed.



**EYES**

Adjust screen brightness and contrast for clear and comfortable viewing. Clean the screen regularly.

**TOP TIP**



Be aware of how much time you spend sat down and consider take regular breaks at least once an hour.

**FEET**

Your feet should comfortably reach the floor. If they don't or if you feel pressure on the back of your legs then use a footrest or

**HEALTHY TIPS**

**HAVE**  
*STRETCH*  
**BREAKS**

ENSURE THERE  
ARE **NO** SCREEN  
**reflections**

**STAND UP TO**  
*REACH* OBJECTS  
**FAR WAY**

**DON'T IGNORE**  
*BACK PAIN*

**PENCAPAIAN ZERO KEMALANGAN LTI**

SYARIKAT	AUGUST	HINGGA AKHIR BULAN TERAKHIR	TERKUMPUL
AIMS-GLOBAL GROUP	103,052	4,675,383	4,778,435
MSET GROUP	161,954	966,356	1,128,310



**HSE CALENDAR AUGUST 2024**

LAWATAN DOE KE MSETGB  
5.8.2024



FORKLIFT TRAINING (MSETIC, MSETSC, AGMHE)  
10&11.8.2024



SAFE CHEMICAL HANDLING TRAINING  
10.8.2024



HSSE MONTHLY MEETING  
14.8.2024



PEMERIKSAAN ULANGAN KILANG & JENTERA DARI DOSH  
DI PDSC  
25.8.2024



SSD & SAFETY CHEMICAL HANDLING AWARENESS AA1  
25.8.2024



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