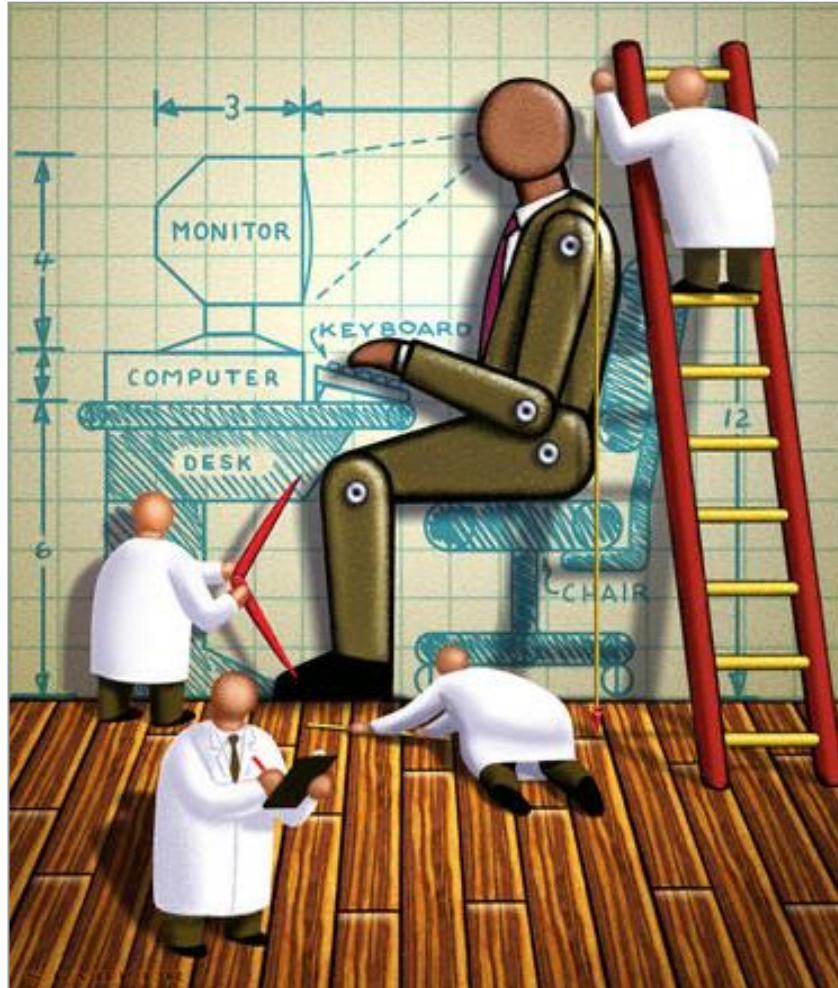


Office Ergonomics – Theory and Practice

1-Day Training Course



Course Objectives

Inappropriate posture and resultant musculoskeletal disorders in office environment may have several negative consequences like Repetitive Strain Injury (RSI), low morale, absenteeism, and suboptimal productivity.

The goal of this course is to share the best practices in office ergonomics and help you get a hands-on knowledge of achieving an ideal workstation set-up - thereby managing your health and well-being.

Highlights

- Introduction to Workplace Safety and Health Act, Singapore; and Code of Practice for Office ergonomics SS-514
- Detailed understanding of Repetitive Strain Injuries (RSI)
- Hands-on knowledge of how to conduct personal ergonomics assessments
- Best practices for setting up workstation elements including Chair, Desk, Monitor, Keyboard, Mouse and Phone.
- Stretches and Exercises

Course Contents

1. Introduction to Ergonomics

- What is Ergonomics and why it is important in the Office Environment
- Key Highlights of:
 - The Workplace Safety and Health Act. Singapore
 - Code of Practice for Office Ergonomics in Singapore SS-514

2. Repetitive Strain Injuries (RSI)

- Causes and types of Repetitive Strain Injuries (RSI)
- Prevention and intervention strategies for RSI
- Early warning signs of RSI and when to seek medical help

Practical: Study work postures and assess the RSI implications.

3. Healthy Work Practices – Tips and Tricks

- Basics of Office Ergonomics
- Postural Awareness and Work Conditioning
- Conducting a Personal Workstation Assessment
- Best Practices for setting-up the Chair, Desk, Monitor, Keyboard, Mouse, Phone, etc.
- Dos and Don'ts of Sitting, Reaching, Bending, Lifting and Stretching
- Scientific Tools for assessing the posture (RULA, REBA, etc.)
- Visual Ergonomics
- Laptop Ergonomics

Practical: Conduct a workstation assessment and create a report of issues and recommendations.

4. Fitness Training

- Whole Body Stretching
- Lower and Upper Back Exercises
- Hand and Neck Exercises
- Relaxation

Practical: Group Exercises

Fees

S\$300 per professional
S\$200 per student

For group discount, please contact us at yvonne@synergo.com.sg

Meet your Trainer



Yogesh Tadwalkar. MSc, ACA, CUA
Founder and Managing Director, Synergo Consulting Pte Ltd.
Ex-President, Ergonomics Society of Singapore (ERGOSS)

For over 14 years, Yogesh has worked extensively in the area of physical and cognitive ergonomics. A highly sought-after ergonomics expert who is currently on retainerships of prestigious companies such as Apple, ExxonMobil and Lucasfilm Animation, Yogesh has been serving fortune 500 clients including Microsoft, Dell, HTC, Yahoo, Intel, Motorola, Sony, Samsung, LG, Nokia, and SAP among others. His expertise and passion lies in workspace ergonomics, human-computer interaction, and product innovation.

Over the years, he has conducted over 75 training courses and seminars in Singapore and abroad for various government ministries and private sector clients on various ergonomics and design related topics.

Yogesh also teaches at as adjunct lecturer at the M.Tech. programme at National University of Singapore (NUS). He has also been one of the regular trainers at Public Relations Academy, Ministry of Communication and Arts, Singapore since 2003. He is a visiting lecturer at UniSIM, Singapore as well.

Yogesh was the longest serving Chairman of Ergonomics Society of Singapore (ERGOSS) from 2007-2013. He is also a technical committee member of several international conferences including CybErg – the world's pioneering virtual conference on human factors. Yogesh was also the Vice President of Usability Professional's Association (UPA), Singapore between 2003 and 2005.

Yogesh holds a Master's degree in Human Factors Engineering from Nanyang Technological University (Singapore). He also holds a certificate in Human-Computer Interaction (HCI) from Stanford University.

He lives in Singapore with his wife and two children. In his spare time, Yogesh enjoys watching comedy, surfing the internet and swimming. He also runs SingUsability – an online forum of over 150 human factors professionals and enthusiasts that he founded in 2003.

Specialization:

- Ergonomics Strategy, Workspace Assessment and Redesign
- Product Ideation / Innovation
- Ethnographic User Research
- Ergonomics Training and Mentoring

About Synergo Consulting

Synergo is a full-service ergonomics consulting firm founded and located in Singapore. Our expertise includes:



- Workspace Audits
- Ergonomics Training
- Personal Ergonomics Consultation
- Accident Prevention and Safety
- Product Design Audits and Reviews

Synergo team is led by Mr. Yogesh Tadwalkar – President of Ergonomics Society of Singapore – and comprises of highly qualified ergonomists and physiotherapists; with a track record of successfully installing numerous ergonomics programs and treating thousands of patients suffering from postural and other ergonomic discomforts.

Chosen by world's Top Companies:

The best companies choose Synergo for their ergonomics programs in Singapore and the Asia Pacific. Some of our major clients include:

Visit www.synergo.com.sg