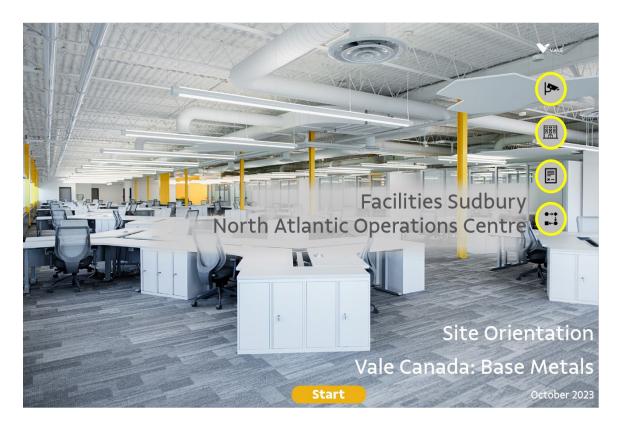
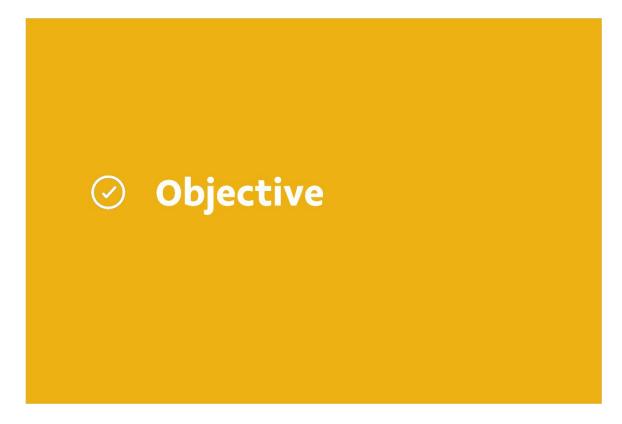
# book

# 1. Facilities Sudbury North Atlantic ioerations Centre - Site Oreintation

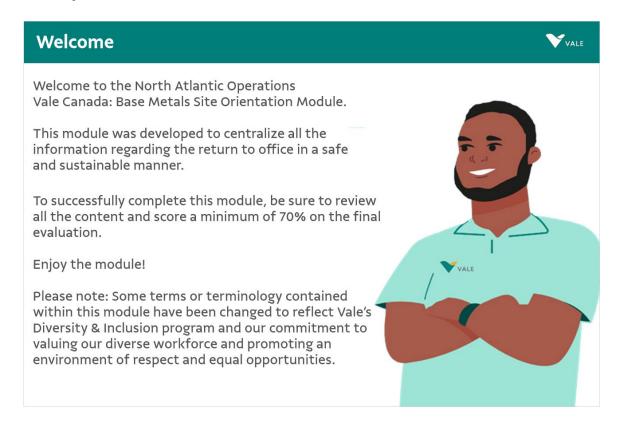
#### 1.1 Intro



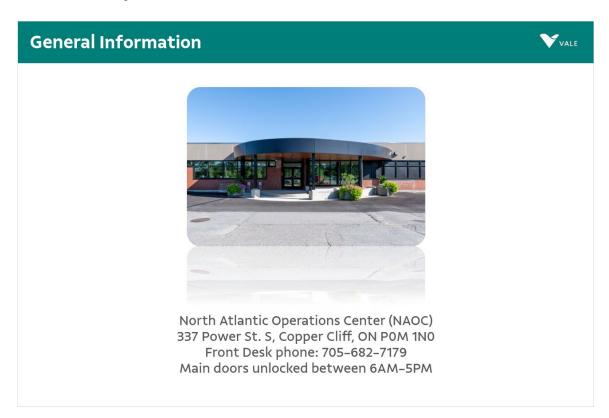
# 1.2 Objectives



# 1.3 Objective



# 1.4 General Information



# 2. Emergency Procedures & Training

# 2.1 Emergency Procedures & Training

Emergency ProceduresTraining &Wildlife Awareness

# 2.2 Emergency Procedures & Training

# **Emergency Procedures & Training**



#### Location Context - Neighboring Plants & Hazardous Materials

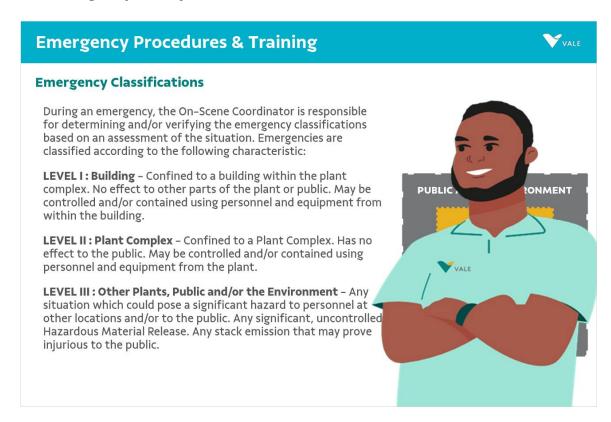


Detailed Emergency Plans for the mentioned sites can be accessed on the Emergency Management Website (or your Vale contact person). •

Vale surface plants within Sudbury operations use and/or produce Hazardous Materials in their process:

- Clarabelle Mill: Sodium Cyanide
- Copper Cliff Smelter: Sulphur Dioxide
- Copper Cliff Nickel Refinery: Nickel Carbonyl, Iron Carbonyl, Ammonia
- Vermillion Water Plant: Chlorine
- If an incident occurs resulting in Loss of Containment of the Hazardous Material AND it leaves the Plant property, NAOC building occupants will be required to Shelter In Place.
- Shelter in Place (INVAC) procedure is described in this section.

#### 2.3 Emergency Classifications



#### 2.4 Dam Break Analysis

# **Emergency Procedures & Training**



#### **Dam Break Analysis**



Detailed Emergency Plans for the mentioned sites can be accessed on the Emergency Management Website (or your Vale contact person).

Click Here to View
Site Wide Evacuation Route

Dam break studies are a required practice in dam management. The study of the break analysis is to understand consequence management for dams and does not imply likelihood.

The worst-case dam break for NAOC is M Area South dam as indicated with the red

- The inundation study shows flows head mainly to the North and East of M South.
- It takes 30 minutes for water to reach NAOC.
- It takes another hour to reach maximum level of 4.8m at NAOC.
- Safe and orderly evacuation is a relevant control.
- Priority access to highways must be for the community of Copper Cliff.
- Most likely evacuation route, taking NAOC occupants South and West by the Nickel Refinery.

Additional dam break scenarios are listed later on in this module.

# **Site Wide Evacuation Route (Slide Layer)**



#### 2.5 Dam Emergency Classifications

# **Emergency Procedures & Training**



#### **Dam Emergency Classifications**

Dam Emergencies have been classified into 3 Levels, with 2 types of Level III's. The On-Scene Coordinator is responsible for determining and/or verifying the emergency classification based on an assessment of the situation:



**LEVEL 1:** Confined to the specific area with no effect to other parts of the mine, plant or public.

**LEVEL II:** Confined to the Central Tailings area with no effect to the public. All departments are notified by the Alert Call Centre through the Vale Emergency Notification System.

**LEVEL III Preventative:** Any situation which <u>could</u> pose a potential hazard to personnel at other Vale locations and/or to the public – MITIGATION IS ONGOING. All departments are notified by the Alert Call Centre through the Vale Emergency Notification System. Evacuation of identified flood areas is warranted.

**LEVEL III Extreme:** Dam has breached or breach is imminent. Vale is undertaking a full evacuation of employees on impacted site. All departments are notified by the Alert Call Centre through the Vale Emergency Notification System. Immediate evacuation of identified flood areas is required.

# 2.6 Emergency Notifications at NAOC

# **Emergency Procedures & Training**

#### **Emergency Notifications at NAOC**

#### **OUTVAC (Building evacuation)**

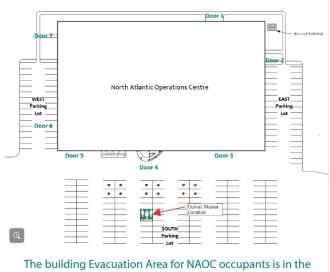
- Internal Communication
- Audible (Fire) alarm
- P.A. Announcement (with details of the emergency)

#### **INVAC (Shelter In Place)**

- Internal Communication
- · P.A. Announcement (with details of the emergency)
- · A Level III will include an intermittent blast from the air horn at the Copper Cliff Nickel Refinery and Smelter

#### **EVACUATION** (Site wide evacuation)

- Internal Communication
- P.A. Announcement (with details of the emergency)
- Instruction from the NAOC On Scene Coordinator



south parking lot (directly out from Door 4).

The standard evacuation sign identifies this area.

#### 2.7 OUTVAC Procedure

# **Emergency Procedures & Training**



#### **OUTVAC Procedure**

- 1. Upon discovering a fire too large to extinguish, immediately leave the area and close the doors behind you. Notify others as you move towards an exit.
- 2. Activate the fire alarm system pull station located at the nearest exit. YOU ARE <u>NOT</u> REQUIRED TO SWIPE YOUR PASS CARD WHEN EXITING THE BUILDING FOR EMERGENCIES.
- 3. Go to the Evacuation Area in the south parking lot (across from Door 4, the reception area). The standard evacuation sign identifies this area.
- 4. Form a lineup with other building occupants. If after hours call 705–682–6622 No.1 First Aid to confirm fire alarm, then 705–682–5034 South Mine PSP to perform accounting procedure.



#### 2.8 OUTVAC Procedure, Continued

# **Emergency Procedures & Training**



#### **OUTVAC Procedure, Continued**

- 5. To be accounted for, swipe your Vale Pass Card at the card reader when instructed to do so by a Warden. If you left your Vale Pass Card in the building, communicate this with the Warden. You will be accounted for on paper.
- 6. Alternate accounting procedures will take place by the Warden with the Visitors who do not have access to the building and signed in at Reception. It is the responsibility of the Visitors' host to ensure that your guest reports themselves as present to the Warden performing the Visitor accounting.
- 7. Once accounted for, the person who activated the alarm will relay all relevant information to a Warden.
- 8. No one is to enter the building or leave the Vale property until an all clear is given.

# 2.9 INVAC - Surface Safe Assembly Area (SSAA)

# **Emergency Procedures & Training**



#### INVAC - Surface Safe Assembly Area (SSAA)

- The entire North Atlantic Operations Centre has been deemed to be a Safe Assembly Area.
- During regular hours, personnel are to report to one of the mustering station card readers (to view illustrated locations click her).
- Personnel may return to their desk after being accounted for.
- All visitors must remain with their contact person.
- SSAA's are identified by a white circle containing a white letter "A" on a green background. This sign is posted at the entrance to a Surface Safe Assembly Area.



# **Muster Stations (Slide Layer)**



#### 2.10 INVAC Procedure – Regular Hours

# **Emergency Procedures & Training**



#### **INVAC Procedure - Regular Hours**

- Upon hearing the PA announcement, all personnel shall move inside the North Atlantic Operations Centre and close the door behind them.
- Employees and visitors with Vale Pass Cards shall proceed to the INVAC mustering station card readers and form a line-up in one direction.
- Swipe your Vale Pass Card on the reader to be accounted for. If you do not have your Vale Pass Card, communicate this to the Warden. You will be accounted for on paper.
- 4. You will return to your work area following the predetermined route (a route is required to ensure that this is done in an orderly fashion).



HVAC shut off & muster swipe station, across from the washrooms



Swipe the IN card reader upon INVAC Notification

Swipe the OUT card reader when the INVAC Notification has been deemed "ALL CLEAR".

# 2.11 INVAC Procedure – Regular Hours, Continued

# **Emergency Procedures & Training**



#### **INVAC Procedure - Regular Hours, Continued**

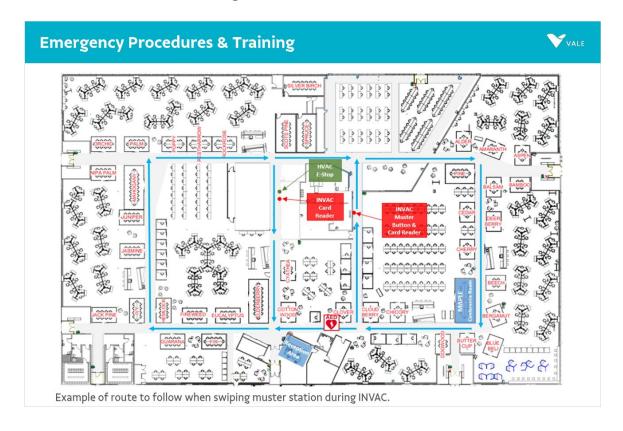
- 5. All personnel are expected to remain within the INVAC area until an all clear is given.
- 6. Visitor's without Vale Pass Cards are to be guided by their host to the Reception Area. It is the responsibility of the visitors host to ensure that their guest reports themselves as present to the Warden performing the accounting through the sign-in book.
- Personnel will refrain from using the phones and follow any instructions given by the On-Scene Coordinator and Wardens.
- 8. Any change to the level of the emergency, including the all clear will be announced over the PA system by No. 1 First Aid.



Muster swipe station, nearest to Vale Cafe



# 2.12 INVAC Procedure – Regular Hours, Continued



# 2.13 INVAC Procedure – After Hours

# **Emergency Procedures & Training**



#### **INVAC Procedure – After Hours**

- If you are in the North Atlantic Operations Centre after office hours and hear the INVAC PA announcement, move inside the Building and close any doors behind you.
- 2. Shut off HVAC fans by pushing the red 'EMERGENCY STOP' button located on the wall across from the central washroom entrances
- 4. Ensure the card reader is activated by contacting the South Mine First Aid at 705-682-5034 – ask if Muster Mode has been activated (South Mine FA can start this through the system if it did not activate).
- 5. Swipe your Pass Card. Everyone else is to swipe their card as well.



HVAC shut off & muster swipe station, across from the washrooms



Swipe the IN card reader upon INVAC Notification

Swipe the OUT card reader when the INVAC Notification has been deemed "ALL CLEAR".

# 2.14 INVAC Procedure – After Hours, Continued

# **Emergency Procedures & Training**



#### **INVAC Procedure – After Hours, Continued**

- 6. When everybody has swiped their card, contact the South Mine First Aid at 705–682–5034 and verify that nobody is missing on the muster report.
- 7. Go to the Maple Conference Room (the control center in North Atlantic Operations Centre) and review the Emergency Preparedness procedures and complete applicable tasks outlined.
- 8. Remain in the area of the Maple Conference Room and await further instruction from the #1 First Aid.
- 9. When the all clear is announced by the #1 First Aid, the HVAC system is to be turned back on (pull button out).
- 10. Contact South Mine First Aid at 705–682–5034 to ensure that all personnel are placed back in the building (in the Pass Card Access system).

# **Untitled Layer 1 (Slide Layer)**



#### 2.15 Site Wide Evacuation Procedure

# **Emergency Procedures & Training**



#### **Site Wide Evacuation Procedure**

Some emergency situations may require a site wide evacuation:

- · Bomb Threat,
- · Power Outage,
- Extreme Weather,
- Dam Emergency: Tailings Dam Emergency Information lists the Dams that would impact NAOC. Evacuation would be required in Level III Preventative and Extreme declarations.

The On Scene Coordinator at NAOC will follow the Evacuation Checklist and instruct occupants to evacuate, specifying which route to take.

Click Here to View

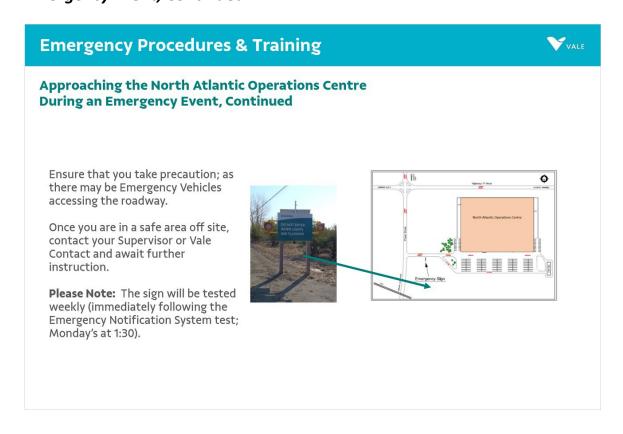
# Site wide evac route (Slide Layer)



# 2.16 Approaching the North Atlantic Operations Centre During an Emergency Event



# 2.17 Approaching the North Atlantic Operations Centre During an Emergency Event, Continued



# 2.18 Emergency Response Procedures – Small Fire

# Emergency Response Procedures - Small Fire If a small fire is encountered extinguish immediately with a fire extinguisher if it is safe to do so. Type ABC extinguishers are placed around the building. Only trained individuals are to use fire hoses. If a fire is encountered that is too large to extinguish with a fire extinguisher, follow the OUTVAC emergency procedure by activating a fire alarm pull station. Immediately notify your Supervisor of the incident. An IM report must be generated.

# 2.19 Emergency Response Procedures – Small Fire

# **Emergency Procedures & Training**



#### Fire Extinguisher Use

Fire extinguishers are to be used only on fires which appear to be manageable. At no time shall an employee put their safety or the safety of others at risk to extinguish a fire.

A fire extinguisher which has been used, or does not work should be laid on its side to indicate to other responders not to use that fire extinguisher.

Remember: PASS - Pull, Aim, Squeeze, Sweep



# 2.20 Access to building

# **Emergency Procedures & Training**



#### Access to building

The intersection of Hwy 55 and Power Street has proven to be extremely hazardous. Special attention should be made to eastbound vehicles on Hwy 55. It is common for these vehicles to not notice the intersection and drive through the intersection on a red light.

The roadway leading to the North Atlantic Operations Centre is Vale owned and is subject to a 40 km/hr speed limit. Vale Protection Services periodically monitor for speeding. Drivers caught speeding will receive discipline.

The Parking lot is subject to 25 km/hr speed limit. Entry and exit of the parking lot is one way vehicle traffic only. The parking lanes are two way traffic.





Be aware of pedestrians frequenting the parking lot during lunch hour.

# 2.21 Parking

# **Emergency Procedures & Training**



#### **Parking**

The roadway adjacent to the North Atlantic Operations Centre is a fire lane. Vehicles that are illegally parked on the roadway or adjacent to the building may be towed or ticketed by a City of Sudbury By-Law Officer.

When loading or unloading equipment for the building, parking is allowed for the time required to complete the task, however the vehicle is to be turned off.

Disabled parking spaces are available between Door #4 and #3. These spaces are reserved exclusively for personnel with permits.



Overnight parking is permitted. Please notify the North Atlantic Operations Centre Supervisor and Protection Services @ 705-682-5034 if you wish to do so.

Parking passes are not needed to park in the North Atlantic Operations Centre parking lot.

#### 2.22 Building Security System and Vale Access Cards

# **Emergency Procedures & Training**



#### **Building Security System and Vale Access Cards**

The Visitors entrance (Door #4) is unlocked between 6 am and 5 pm. All other exterior doors of the building are locked 24 hours a day and accessible with a valid Pass Card with approved NAOC access.

Personnel with a valid Pass Card must swipe their card at an exterior card reader as they enter and an internal reader as they exit the building. In the event a door is unlocked or you are following other personnel in/out your Vale Pass Card must be swiped at a reader to place your name on the personnel accounting list in the event of an emergency.

Within the Visitors entrance is a visitors' signin book. If you are a visitor who does not have a Vale Pass Card or does not have access to the North Atlantic Operations Centre, or have misplaced your Pass Card temporarily, you must use the visitors' sign-in book and call your site contact or supervisor to provide access to the building. Please remember to always sign out when leaving the property.



In the event of emergencies, there is no need to swipe your card out upon exiting the building and doors will not be locked for exiting.

# 2.23 Building Security

# **Emergency Procedures & Training**



#### **Building Security**

Do not leave valuables laying around.

Report all incidents of theft and report any suspicious activity/people to the Protection Services Department.

Any accidents in the parking lot are to be reported to the Protection Services.

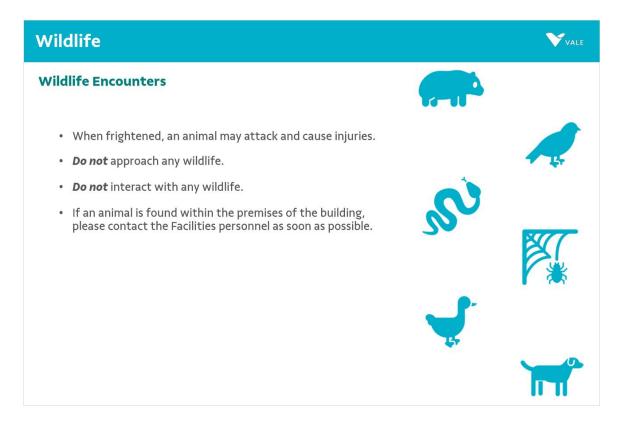
Ensure you swipe in and out of the building and report all unauthorized access (not to allow people to piggyback).

If you have issues with your pass contact the Vale Pass office <a href="mailto:Passoffice@vale.com">Passoffice@vale.com</a>.

If anyone requires medical attention call #1 First Aid to have a PSP respond for treatment.



# 2.24 Wildlife Encounters



# 3. Parking and Entry

# 3.1 Objectives

Parking and Entry

# 3.2 Parking and Entry

# **Parking and Entry**





Traffic at the Municipal Rd 55 and Power Street intersection can be dangerous as it is a high-volume area.

Take extra precaution when turning onto Power Street and ensure your path is clear of oncoming traffic.

The City of Greater Sudbury is installing pedestrian crossing lights at this intersection to increase pedestrian safety.

Please see the front desk for a high-vis vest if you are a pedestrian accessing the NAOC to ensure drivers can see you easily, especially during darker hours of the day.



This intersection has proven to be extremely hazardous. Be aware of oncoming vehicles on Highway 55.

It is common for drivers to not notice the intersection and drive through a red light.

# 3.3 Parking and Entry

# **Parking and Entry**





Use caution when entering and exiting the parking lots on the west and east side of the building, watch for traffic on the main laneway around the parking lot.

Parking lot expansion pending, please be patient until this can be implemented. If the parking lot is full, you may use the sides of the driveway to parallel park (highlighted in blue) as overflow.

# 3.4 Parking and Entry

# **Parking and Entry** VALE **EV Charging Stations** • EV chargers are provided for NAOC users • For non-electric vehicles: and are to be used only while actively o There are outlets provided around the parking lot for block charging your vehicle. heaters during the winter • There are 3 chargers on both the east and months. west faces of the building. • Crosswalks are provided for your • Once your charging is complete: safety when entering the building please coil the charging cord neatly, from across the laneway. move your vehicle to a regular • Main Doors are open from 6am-5pm. parking spot so the next person may use the charger.

# 4. Using the Facility

## 4.1 Objectives

# Using the Facility

- Collaborative Desk Booking
- Layout and Capacities
- Administrative, IT, Security & Facilities
   Support
- Ergonomics Tips

### 4.2 Collaborative Desk Booking

### **Collaborative Desk Booking**



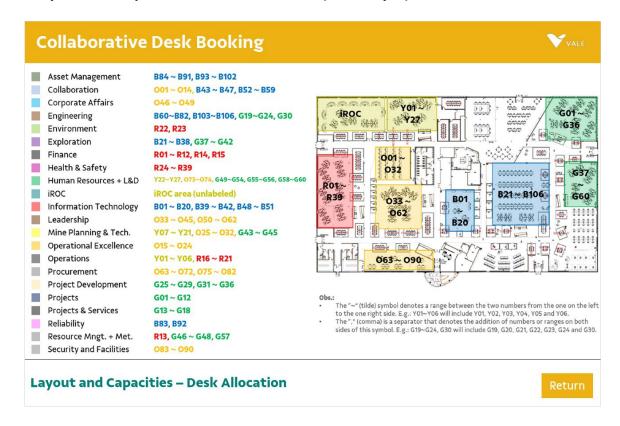
#### **Must Do:**

- Always leave workstations empty at the end of the day;
- · Use the headsets to call;
- Keep your voice down on the phone;
- Avoid (physically) receiving people at workstations so as not to disturb the colleague on the side;
- Use the collaborative spaces for informal meetings;
- Personal belongings are not allowed at the workstations (photos, mugs, etc), this will avoid having things forgotten and make cleaning easier.

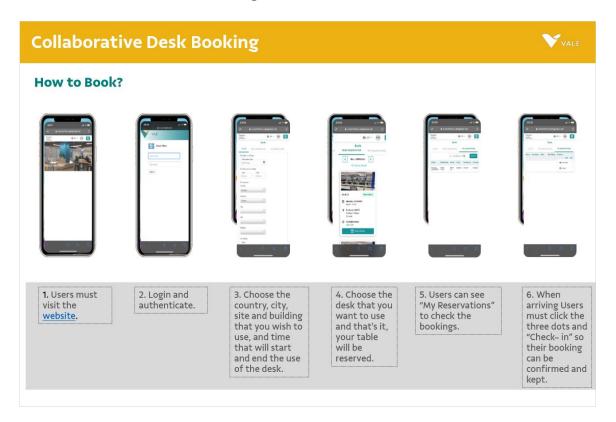




### Layout and Capacities - Desk Allocation (Slide Layer)



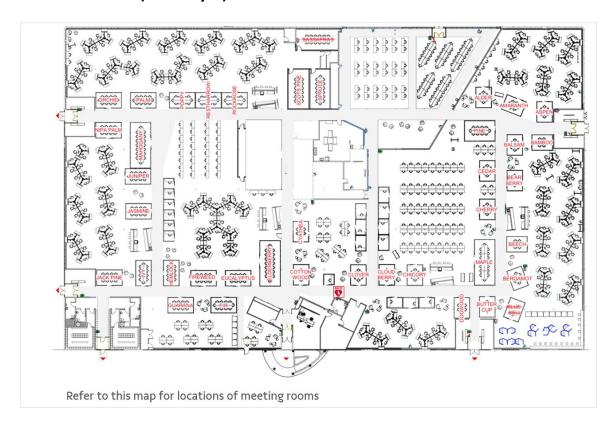
### 4.3 Collaborative Desk Booking



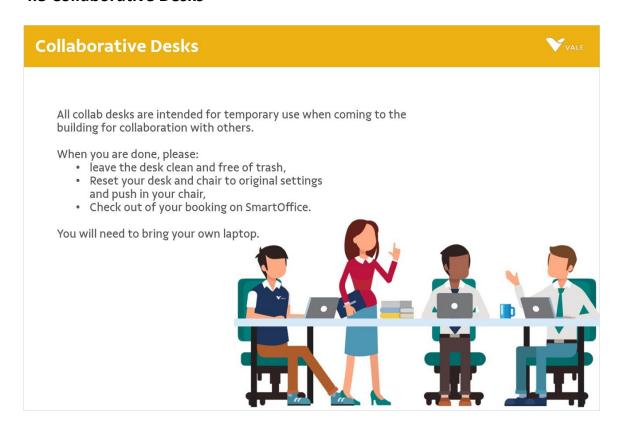
# 4.4 Layout and Capacities

| ıt and Capacities                            |  |
|--|--|
| Seating Capacity                             | Room Names *Rooms in bold are fully enclosed for confidentiality   |
| 4  | Alder, Amaranth, <b>Aspen</b> , Balsam, <b>Bamboo</b> ,<br>Bearberry, Beech, Bergamot, Buttercup,<br>Cedar, <b>Cherry</b> , Chicory, Cloudberry, Clover,<br>Cottonwood, Cyathea, Dogwood |
| 8  | <b>Eucalyptus</b> , Fir, <b>Fireweed</b> , Guarana, Hemlock,<br>Ivy, Jack Pine, Jasmine, Juniper, Nipa Palm,<br>Orchid, Palm, Pine, <b>Poppy</b> , Restharrow,<br>Rockrose               |
| 16   | Elderberry, Mahogany, Maple  |
| 18   | Scots Pine, Spruce   |
| Click Here to View<br>Meeting Room Locations |  |

# **Room Locations (Slide Layer)**



### 4.5 Collaborative Desks



### 4.6 Meeting Rooms

### **Meeting Rooms**



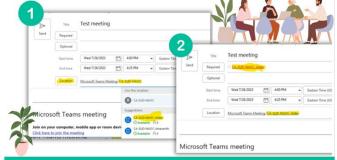
### How Do I Book a Meeting Room Using Outlook?

To book a meeting room, use the 'location" field to search/locate your meeting room in order to book a room.

#### Example:

- Open outlook calendar click "new meeting".
- Set up Subject, Time and details of the meeting.
- In the location field, begin by typing the Vale standard naming convention of the meeting room you are looking to book: Country-City- Location Details. For instance, CA-SUD-NAOC.

 By adding meeting room under "Location" this will provide attendee what room(s) have been booked for in person attendance on the invite.



### 4.7 Meeting Rooms

### **Meeting Rooms**



#### **Always:**

- Leave the room neat and tidy for the next users.
- Erase any writing on the whiteboard.
- Reset chairs and push in neatly.
- Remove any trash, dishes, or catering materials used during the meeting – these are your responsibility to clean up.
- Return cords to the wall mount, coiled neatly.
- Ensure you leave the room in a timely manner at the end of your booking.







#### Never:

- Remove chairs from the meeting rooms.
- Unplug or remove video conferencing equipment or wiring.
- Leave the room full of trash and/or dishes.
- Use permanent markers on whiteboard walls.
- Write in drywall panel walls (use shiny walls only).
- Leave catering materials outside of the meeting room.







\*extra materials such as dry erase markers, erasers, pens, etc. are available at each printing bay for use

### 4.8 Administrative, IT, Security & Facilities Support

### Administrative, IT, Security & Facilities Support



#### ADMIN:

If you need office supplies, headsets, or keyboards, please contact the front desk for ordering.



#### IT:

IT is on site at the NAOC, for help, please schedule an appointment through the IT Service Lounge. <u>IT. Service Lounge Booking Tool - (In Person Only) (office365.com)</u>

#### Security:

All doors to enter the NAOC require swipe access. See your supervisor for access requirements and submit your application to the front desk for approval, with proof of training.

Door #4 is unlocked between the hours of 6AM-5PM.

Access will be granted through the Pass Office. Please note that the Pass Office does not take walk-ins. They can be contacted at PassOffice@vale.com.

#### **Facilities Support:**

For Facilities Support regarding the NAOC, reach out to <u>Sudbury.Facilities@vale.com</u> and one of the team members will get back to you as soon as possible. Please note the Facilities team does not take walk-ins to prevent disruptions of the nearby employees.

#### 4.9 Amenities

#### **Amenities**





#### Cafeteria

- The Vale Café is open for breakfasts and lunch for purchase.
- Meals can be preordered using the Vale Café ordering site <a href="https://globalvale.sharepoint.com/teams/bm-inst/SitePages/Canada/Sudbury-QuickLinks/NAOC-Vale-Cafe.aspx?web=1">https://globalvale.sharepoint.com/teams/bm-inst/SitePages/Canada/Sudbury-QuickLinks/NAOC-Vale-Cafe.aspx?web=1</a>

#### Coffee





- Specialty coffees are offered by donation (Donations going to United Way).
   Negaresso machines are available bring your own Nespresso pods 8 red re
- Nespresso machines are available bring your own Nespresso pods & red return bag. The return systems depends on the honour system if each user brings in a return bag occasionally, there are enough to send back the pods used by all.
- DO NOT try to put specialty pods in the Nespresso machines.

#### Fridges & Microwaves, Toaster

- · Microwaves and a toaster are available to reheat your food.
  - Do not leave unattended
  - o Clean up any mess/splatter created during reheating



- Fridges are available in the cafeteria to keep your lunches cool throughout the day.
- They are emptied every Friday at the end of the day. If your lunch is not removed by then, it will be disposed of.
- o Do not take other people's food or drink items.
- Filtered water stations are available throughout the building, bring your own reusable container to fill

#### 4.10 Amenities Continued...

#### **Amenities**





#### Change rooms, Day lockers, & showers

- Showers and change rooms are available in the SW corner of the building.
- For clean clothes only, do not come in with soiled/hazardous PPE change out of those on site.
- Towels are rented from Cintas and available in the change rooms for shower use, please return to hamper when done.
- · Lockers are day use only, bring your own lock.
  - Lockers found to be used longer than a day will have lock cut and items removed

#### Café Boardroom - booking through front desk



- There are 24 desk chairs and extra stackable chairs for additional attendees.
- · Request ahead of time to facilities team if room adjustments needed
- Leave the room after your meeting in good shape, without trash left out, and chairs tucked in.
- If any furniture was moved, put it back in its original state.



#### **Cintas lockers**

• The front desk is the Cintas contact for the NAOC. Please contact the front desk with questions regarding your PPE at the NAOC and matters related to Cintas lockers.

#### 4.11 Amenities Continued...

### **Amenities**





#### **Printing Bays**

- There are 5 printing bays available for use for printing needs, office supplies, and waste disposal. There is one for each colour section.
- Please keep supply cabinets organized for all to use. Reach out to front desk if items are missing or need to be ordered.
- For single items like scissors, staplers, hole punches, etc., please return to their labeled location once you are done using them.
- Separate your trash according to signage. Pay close attention to different bins.
- Secure shredding bins are offered for sensitive documents. Remove ALL staples and paperclips before inserting in slot. Shredding bins are for PAPER ONLY.
- Flatten any cardboard boxes and place beside fine paper bins for daily pickup.

### 4.12 Open Office Etiquette

### **Open Office Etiquette**



#### Follow these instructions to ensure a comfortable and productive workspace for all

- Use headsets if you must take meetings at your desk.
- Avoid having in person meetings at your desk area as it disturbs those around you.
- Use the trash cans provided at each printer bay and sort your refuse accordingly.
- Do not add additional trash cans in your area they will be removed. The cleaning staff cannot support trash removal from extra bins.
- Avoid having smelly foods at your desk, and do not wear heavy scents.
- If you are sick, stay home. Consider wearing a mask if you are beginning to feel under the weather.
- Keep your area clean and walkways clear and tidy.
- Do not walk and text/email at the same time, if you must, 'pull over' to the side of the hallway to avoid
  collisions. There are various informal seating areas which can be used for this purpose along the main
  hallways.

### 4.13 Open Office Etiquette

### **Open Office Etiquette**



#### Follow these instructions to ensure a comfortable and productive workspace for all

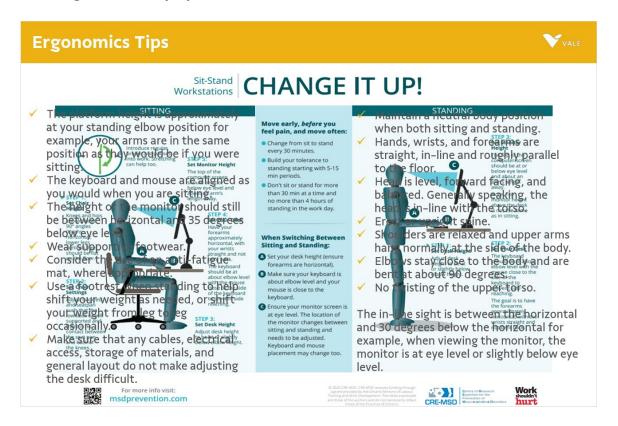
- Telephone rooms are available in the orange section to take personal and work phone calls privately.
- Ž

- Do not accumulate clutter on your desk.
- Respect others working around you. Consider the volume of your voice when having conversations with your neighbours.
- Send an email or teams message before approaching someone at their desk. Just because they are there, does not mean they are available.

### 4.14 Ergonomics Tips p1

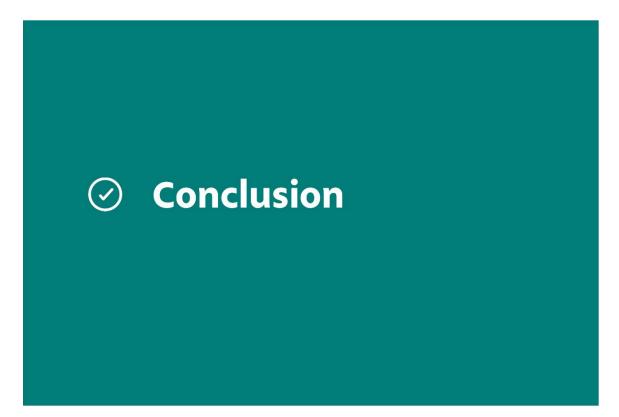
# **Ergonomics Tips** VALE Sit-Stand Workstations TRANSITION EARLY & OFTEN! DID YOU KNOW? For a standard 8 hour workday, aim for a 1:1 ratio (4 hours total sitting and 4 hours standing) with frequent transitions – change between sitting and standing at least every 30 minutes. Avoid long continuous periods of time Sit-Stand workstations when used correctly, can help relieve musculoskeletal discomfort, specifically low back pain. Switching from 8 hours of sitting to 8 hours of standing and vice versa will not prevent MSDs – try to change between sitting in either sitting or standing. and standing at least every 30 minutes. • Increased Total Daily Sitting Time (i.e. combining time spent • Sit-Stand workstation usage training can strengthen the benefits sitting at work & time spent sitting during leisure activities) increases the risk of cardiovascular disease. Sit-Stand of sit-stand workstations. Incorrect use can have negative effects, such as increased discomfort. workstations can help you reduce overall total sitting time. When raising and lowering the Sit-Stand workstation remember to also adjust other office equipment such as your monitor location when transitioning. Monitor height above the desk and distance from your eyes in Sitting is not the same in Standing. • Sit-Stand workstations can offer opportunities to stand, thus decreasing time sitting at work, and help you reduce overall sitting time. Sit-Stand workstations are one potential component of a holistic ergonomics program that involves engineering and administrative controls for work organization and workstation design.

### 4.15 Ergonomics Tips p2



### 5. Conclusion

# 5.1 Objectives



### 5.2 Conclusion

