

Fellowes

WORK BETTER™



It's time to get your business
Working Well

Fellowes. Getting the nation **working well**

Are you sitting comfortably?

Fellowes have carefully selected the best ergonomic products from their Health & Comfort range of workstation accessories. From workstation organisation products to keep your desk tidy through to monitor risers and foot supports, you will find everything you need to keep your team working safer and smarter. Fellowes products offer unbeatable features including FIRA compliance and Microban® antibacterial protection.



Are you taking risks with your employees health at your workplace?



1 in 5 Europeans has taken time off work as a direct result of bad working habits - on average, sufferers were absent from work for 18.4 days costing businesses €42bn a year*

Considering the amount of time your employees spend at their desk or working out of the office, how comfortable are you that your business is taking the correct steps to ensure your employees are working safely?

Have your employees recently taken a workstation assessment?

If not then you could be putting your employees health at serious risk and potentially be breaking the law. Now is the time to act and get your employees working more safely, smarter and being more productive for your business.

IT'S THE LAW
TO CONDUCT WORKSTATION RISK ASSESSMENTS
EC DIRECTIVE 90/270/EEC

Can you really afford to waste time and money by not carrying out a workstation risk assessment?

According to the latest statistics, employees spend 8 hours a day working at computers...*

Put your employees desks to the test by using Fellowes online workstation assessment tool at:

www.ergo.fellowes.com





FIRA
Expertise • Independence • Integrity

FIRA International is an Independent Ergonomic Consultancy. Products with this logo are accredited to EU Health and Safety Legislation*.

*BS EN ISO9241/1995/Part 5; EC Directive 90/270/EEC & amends 2002.



Microban
antimicrobial product protection

Items with this symbol feature Microban® antibacterial protection for active hygiene, helping to keep your office cleaner and healthier.

*Source. Dynamic Markets Research 2013

Workplace Wellbeing

The topic of employee wellbeing has grown in popularity over the past few years and many organisations are recognising the increasing importance and benefits of wellbeing programmes and initiatives.

Employees who have problems - whether work-related or personal - are unlikely to perform as well as they would if the problem did not exist. The impact of a problem on the employee's work can take numerous forms ranging from reduced concentration and effort to sickness absence. Such problems may also lead to increased staff turnover (and therefore increased recruitment costs) and, in extreme cases, to medical illnesses such as depression.

The rationale behind wellbeing programs is that encouraging healthy habits now can prevent or lower the risk of serious health conditions later. Similarly, adopting these same habits can help those with an existing health condition manage it.

The good news is that even if you aren't in a position to implement a comprehensive program, there are many steps you can take to promote wellbeing. In fact, a very small gesture can be a very simple way to show your employees that their health is important to the company. Trying out just one small component of a wellness program can act like a trial run - it gives you a chance to see how your employees respond and whether a more comprehensive program might work in the future. Fellowes working in partnership with Sereniti have put together a simple guide of How To Create a Wellbeing Policy which includes:

- Lots of ideas you can implement within your organisation
- Sample wellbeing surveys
- Case Studies

You can download the [Guide To Creating a Wellbeing Policy](http://www.ergo.fellowes.com) at: www.ergo.fellowes.com

KEY STATS - Why wellbeing in the workplace is important

Employees' well-being is definitely being compromised, with **18% having suffered from depression in the last 3 years** (either minor or serious depression) as a result of their ailments.*

Employees work harder and are more motivated at work when their employers demonstrate an interest and investment in their wellbeing.*

52% of employees say they would be proud to work for a company that took employees' well-being very seriously and acted accordingly.*

21% say they would stay with such a company for longer than one that did not take this approach.*

73% of **employers** acknowledge that an unhealthy workforce is a business risk and agree that a healthy workforce is a more productive one - yet **30%** of **employees** still feel that when it comes to wellbeing, their company is all talk but no action.**

*Source: Fellowes Independent Commissioned research

**Source: Bupa international study of workplace health - November 2014

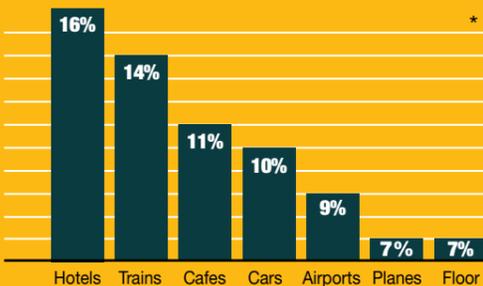
The Changing Workplace

1 Close to **1 in 2** employees no longer has their own, personal desk at the company's premises that no one else occupies but them.*

5 Also popular within the office environment are:

- 16%** Meeting room tables
- 15%** a desk in another office where they do not normally work
- 12%** a hot-desk in the office*

Non-office-based environments include:



*Sources: Fellowes Independent Commissioned research
**Dynamic Markets Research 2013

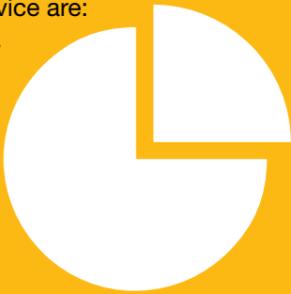


2 An average employee spends **8 hours a day** sitting down working at a computer, laptop or tablet - irrespective of where that is.**

3 **Nomadic workers** spend equal amounts of time at a computer as those at a personal desk, 25% mainly work in a home office (mostly SMEs and directors). In addition to this, 17% do not have any type of personal workspace that they can call their own, and instead adopt a more nomadic style of working on a permanent basis.*

4 **Where are people working?** **Just 46%** have had a workplace assessment, most of which are for people with a specific personalised desk that no one else uses except them, and the percentages fall off with increasing nomadic working style. For all employees though, the most common places to work on an ad-hoc basis using a computer device are:

- 27%** Sofa / Comfy Chair
- 19%** In bed
- 17%** Kitchen Table*



Are your Line Managers aware?



It is the Line Managers responsibility to organise workstation assessments for their team

There are a lot of assumptions that carrying out a workstation assessment is the responsibility of HR or Health & Safety, however, the responsibility lies with the Line Manager.

Research conducted by Fellowes in 2014 showed that although most companies were aware that not only is it a legal requirement to carry out a workstation risk assessment and that it is the responsibility of the Line Manager to ensure that staff have a 'fit for purpose' workstation environment, however most Line Managers did not feel confident or knowledgeable within this area.

The research also identified that employees are investing in their own DIY/makeshift products (85%), which have not been deemed suitable nor have they been adequately assessed for by their employer.

Over the years companies have had to award employees within the courts (and out of court settlements), significant amounts of compensation for workstation related injuries to an employee.

One famous example to hit the headlines in 2007 was - A case in August 2007 in the UK led to a former RAF data input clerk, in her 20's, suing the Ministry of Defence for a repetitive strain injury claim that affected her thumb from typing, which led to her being unable to continue full time employment in her position. The individual was found to be suffering from De Quervain's and was awarded compensation of GB £484,000. (Source: repetitive strain injury.org)

IT'S THE LAW
TO CONDUCT WORKSTATION RISK ASSESSMENTS
EC DIRECTIVE 90/270/EEC

Don't break the law, get your employees working well...



ZONE1 PREVENT BACK TENSION	ZONE2 AVOID WRIST PRESSURE	ZONE3 RELIEVE NECK STRAIN	ZONE4 HEALTHY ENVIRONMENT
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Using appropriate ergonomic products is a pro-active way of reducing the risk of an individual developing workstation related pain or injuries. This 4 zone tool encourages you to adapt your workstation to the way you work. You'll soon see how just a few small changes can have such a big impact!

Prevention is always better than cure, so let Fellowes show you how to get your business working well.

www.ergo.fellowes.com

There are some simple steps you can take to help your employees ditch the bad habits and poor practice that leads to discomfort and long term pain.

Follow the Fellowes 4 Zone Approach to remove RISK from your workplace



ZONE2 AVOID WRIST PRESSURE

Emma left it too late!
Emma, 28, is an Area Manager...

The Problem -
She spends a lot of time on the road and works in many locations. She often experiences pain in her wrists when using her laptop and tablet.

The Solution -
Prevention is better than cure. Don't leave it until it's too late, especially when you're feeling discomfort in your wrists whilst using a computer or laptop. An ergonomic wrist support helps to prevent longterm health problems and injuries.



ZONE1 PREVENT BACK TENSION

Can you afford for Tom to be off for 8 weeks?

Tom, 33, is a Marketing Manager...

The Problem -
Like the vast majority of people who use a computer regularly he's been suffering from back pain due to poor posture.

The Solution -
Tom's chair did not provide him with proper lumbar support, a common problem in offices. By using a Fellowes foot and back support together with a Posture Manager Tom can maintain the correct posture as he sits.



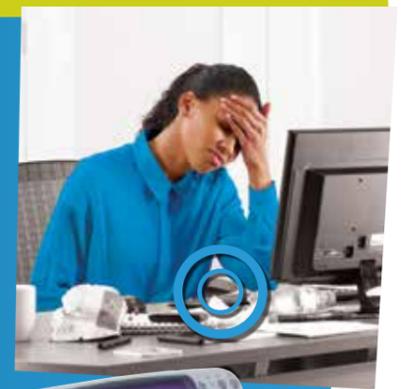
ZONE4 HEALTHY ENVIRONMENT

Are Leah's bad working habits affecting your business?

Leah, 24, is an Administration Executive...

The Problem
She's brilliant at her job but she struggles to keep her desk tidy and therefore often misplaces important items.

The Solution
The right ergonomic desktop accessories for Leah can make a big difference. Having her working area organised can clean, along with having items around within easy and comfortable reach, Leah can keep comfortable, organised, and be more productive and focused.



ZONE3 RELIEVE NECK STRAIN

Work is becoming a real pain for Mike

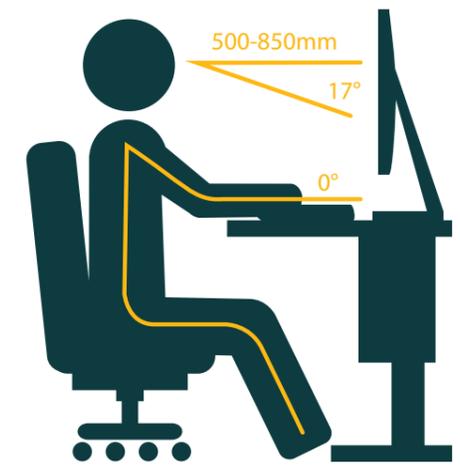
Mike, 56, is a Business Consultant...

The Problem -
Over the years he's picked up some really bad habits when working on technology and is constantly complaining about tension in his neck.

The Solution -
Suffering with back ache, neck ache and headache, every working day was beginning to be a real pain for Mike. By using a monitor riser Mike was no longer looking down at his screen, he had adjusted it to the right level. He's now working well and feeling less strain.



The ideal working position



Prevention is always better than cure, so let Fellowes show you how to get your business working well.

www.ergo.fellowes.com

Characters are fictional but problem based on real case studies.

Human Resources
and Office
Managers...

It's time
to act!



IT'S YOUR EMPLOYEES
WELLBEING

Did You
Know...

8 out of 10 people
will suffer from pain
linked to the way they
work at their desks.**

Why should you act?

There are a range of risks to health and wellbeing that can arise from many hours sitting in awkward or unsuitable positions working at a computer. More business days are lost from sickness absence due to musculoskeletal causes than any other condition.

KEY STATS

79% of European employees have suffered from ailments as a direct result of working at a computer, laptop or tablet.*

53% of sufferers say their personal lives have been affected in some way as a result of their ailments, including relationships (21%), and 18% have suffered from depression.**

The World Health Organization (WHO, 2005) consider that problems related to mental health are one of the leading causes of absenteeism from work.

The costs to the employer and employee in terms of potential sickness absence, presenteeism, and litigation is immeasurably higher than ensuring the health and wellbeing of employees.

(McKenna and Thew, 2008)

Fellowes. Getting the nation **working well**



Personal Desk
A proven range of
ergonomic products for
today's office environments.

ZONE1
PREVENT BACK TENSION

ZONE2
AVOID WRIST PRESSURE

ZONE3
RELIEVE NECK STRAIN

ZONE4
HEALTHY ENVIRONMENT



Fellowes Professional Series™ Ultimate Back Support

Mild spinal support with Memory Foam promotes good posture

- Lower lumbar support with three Memory Foam sections conforms comfortably to body curvature.
- Tri-Tachment™ system eliminates the need for readjustment.



Fellowes Health-V™ Easy Palm Guide

Moves effortlessly at the base of the mouse

- Encourages full, natural movement without "loosing" contact with your mouse.
- Soft, comfortable material provides self-adjusting support to promote neutral hand posture.



Fellowes Energiser Foot Support

Innovative rubber foot pads offer various massage textures and contours targeting pressure points on the feet

- Free-floating platform allows for rocking motion to help improve circulation
- 3 platform height settings (100mm, 135mm and 165mm) and up to 25° tilt



Fellowes Professional Series™ Flat Panel Workstation

3 height adjustments from 63mm, 114mm and 120mm to maximise personal comfort

- Customisable top shelf allows mini sorter and accessory to be moved around
- Laptop Slick-Slide™ allows easy access / storage of both Laptop and/or docking station under top shelf
- Integrated cord management and power strip mount organise desk space



Fellowes Deluxe Posture Manager

Reduce muscular strain on the back, neck and shoulders to avoid fatigue and discomfort

- A single lever allows for easy tilt into any of the 4 adjustable tilt angles, complemented by a compact design to keep you comfortably in the correct position throughout the day.



Fellowes Office Suites™ Desktop Document Support

Three-In-One! Document holder, memo board and clipboard

- Copyholder adjusts for A3 paper
- Adjustable tilt customises your viewing angle by up to 45°
- Line guide slides up or down and swings out of the way when not in use
- Dry erase memo board is ideal for quick reference notes or reminders



Fellowes Health-V™ Fabrik Keyboard Wrist Support

Memory foam promotes ergonomically correct hand posture for all-day comfort

- Durable Lycra® covering provides the ultimate in soothing comfort.



Fellowes Office Suites™ CPU/Shredder Stand

Can also be used to hold shredders, waste bins and other items

- Fully adjustable width from 74mm to 410mm
- Lockable wheels

*Source: Dynamic Markets Research 2013

**Source: Fellowes Independent Commissioned research

View the full range at: www.fellowes.com

Health & Safety, Occupational Health & Facility Managers...

Are you taking enough steps to help your staff?

Business is constantly changing and we are changing with it. With an increase in people working from home or multiple office locations, for these employees workstation assessments are just as important.

By not having a workstation assessment policy or solution for your non office based employees means they are just as much at risk of working with poor posture.

Why should you act?

Despite awareness of risk assessment in ergonomic terms and the legal underpinning of this, the likelihood of risk assessment within the home environment and provision of suitable equipment remains low.

KEY STATS

43% of those who mainly work from their own personalised desk in the office have had that workspace assessed.*

32% of people who mainly work from a home office have had such an assessment there.*

23% of Hot-Deskers have had an assessment for all the hot-desks they use in the office.*

10% of True Nomads have had an assessment at desks in other offices where they sometimes work.*

Only 40% are aware that it applies to homeworkers.*

For more details on how to prevent workstation related injuries visit our website

www.ergo.fellowes.com

*Source: Dynamic Markets research commissioned by Fellowes.

**ARE YOUR EMPLOYEES
WORKING COMFORTABLY?**



Fellowes Go Riser™
A compact easy to use solution

- Promotes a healthier typing position when working with a laptop on your knees.
- Ultra-slim design for easy storage and portability.
- Opens like a book to activate the softshock™ technology.
- Air Ventilation with Heat Guard Flaps.
- Non slip pads for secure positioning.

ZONE3
RELIEVE NECK STRAIN



**Fellowes Smart Suites™
Portable Lumbar Support**
Compact design for use on the move

- High-density foam promotes neutral posture supporting the lumbar curve during extended periods of sitting.
- Adjustable strap to hold cushion in place.
- Soft brushed cover can be removed for cleaning.

ZONE1
PREVENT BACK TENSION



**Fellowes Flex Rest
(all colours)**
Soft, flexible wrist support

- Stylish, transparent gel adds colour to your workplace.
- Soothing Gel provides comfort and support whilst mousing.
- Stain resistant; wipes clean with damp cloth.
- Small and compact to fit in laptop bag.

ZONE2
AVOID WRIST PRESSURE



**Fellowes Booklift™
Document Holder**
Compact, slim design when folded flat to fit into laptop bag

- Specifically designed for planners, large manuals or reference material.
- Two adjustable clips hold pages open at the desired location.
- Nine height adjustments accommodate virtually any book size and viewing angle.
- Easel-style holder with non-skid base folds flat for easy storage.
- Holds standard A4-size ring binders.

ZONE3
RELIEVE NECK STRAIN

View the full range at: www.fellowes.com

Multi location working

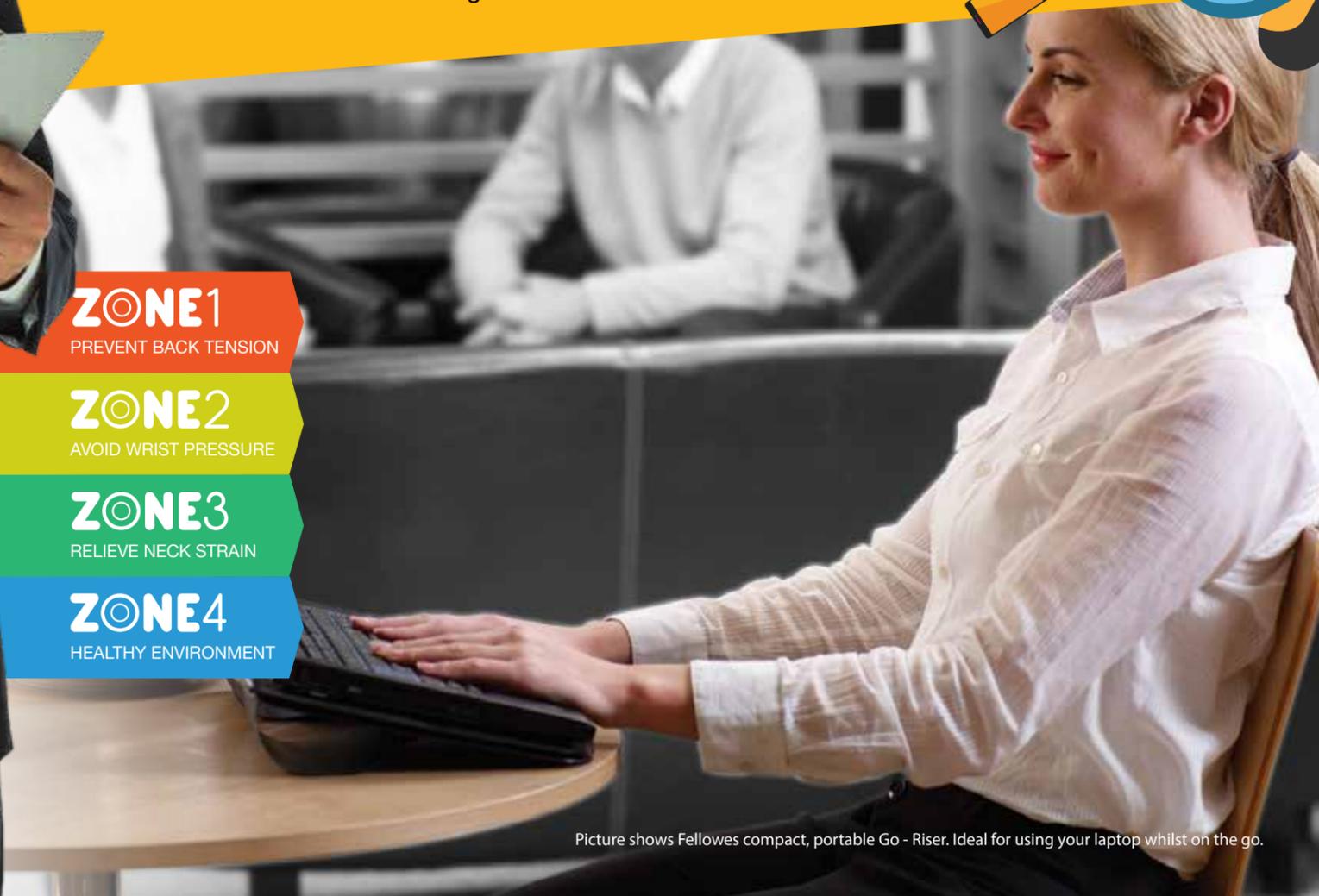
The best ergonomic products for people on the move...
Lightweight, portable, easy to assemble and convenient to use in a wide range of locations.



Did You Know...

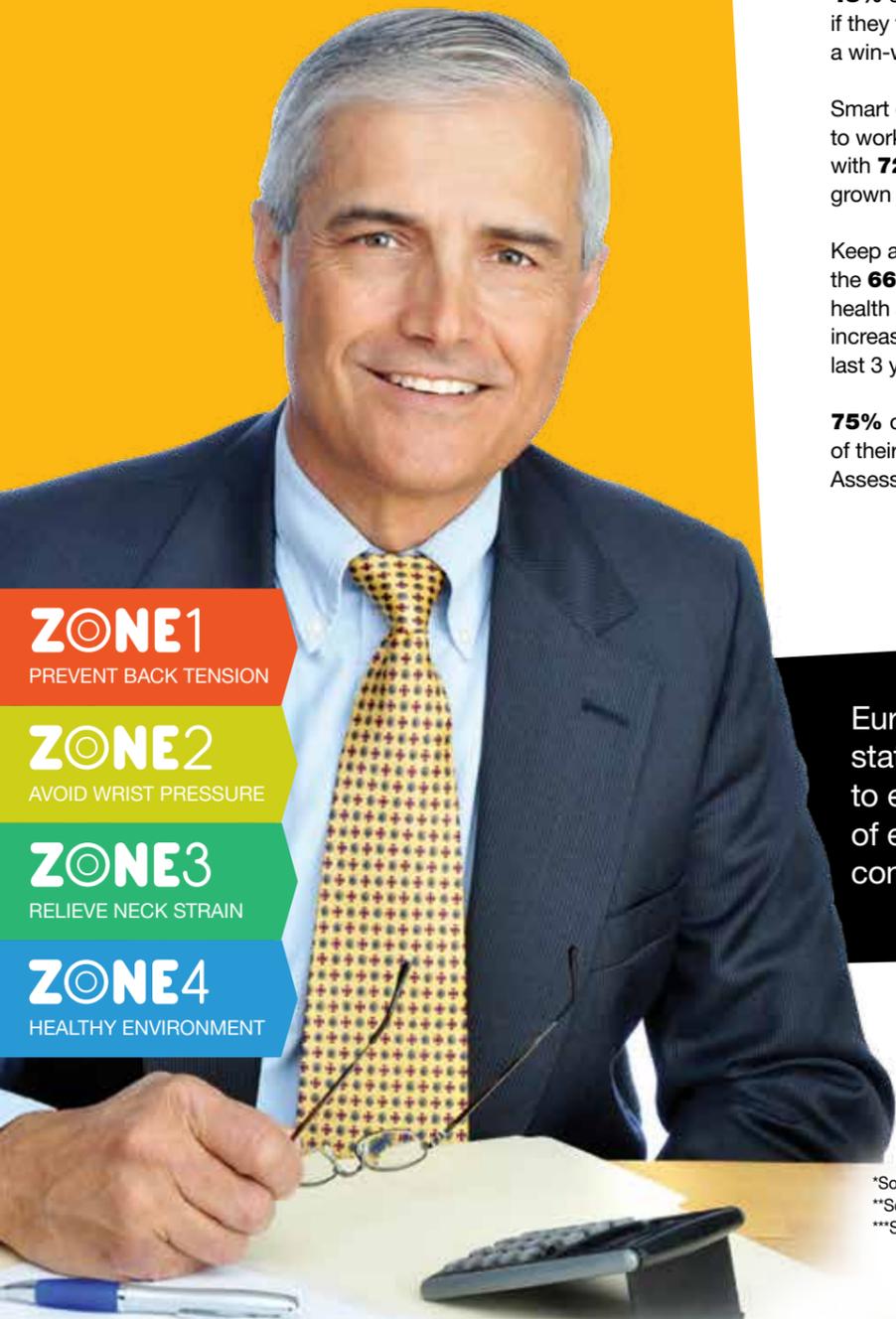
79% of employees now spend time working with laptops in non-office locations, increasing their risk of injury.*

- ZONE1**
PREVENT BACK TENSION
- ZONE2**
AVOID WRIST PRESSURE
- ZONE3**
RELIEVE NECK STRAIN
- ZONE4**
HEALTHY ENVIRONMENT



Picture shows Fellowes compact, portable Go - Riser. Ideal for using your laptop whilst on the go.

Company Directors... Protect your employees Take positive steps!



Over 50% of business directors are NOT aware of the legal requirement for companies to carry out annual workstation risk assessments*.

Are you one of them?

It is the employer's legal obligation to provide workstation assessments for all new employees and for existing employees when there is a change in their working environment.

There is evidence that without suitable (all context of work) risk assessments, the costs to the employer in lost productivity outweighs the investment in wellbeing and ill-health preventative strategies. Employees work harder and are more motivated at work when their employers demonstrate an interest and investment in their wellbeing.

KEY STATS

48% of employees said they would be more productive if they felt healthier, suggesting that workplace health is a win-win for employers and employees.**

Smart employers know that healthier employees come to work, perform at their best and go the extra mile, with **72%** stating health and wellbeing influences have grown in importance.***

Keep a competitive edge in today's marketplace with the **66%** of European businesses reporting having health and wellbeing initiatives in place - and 58% increasing their purchases of ergonomic solutions in the last 3 years.***

75% of European businesses are still not fully aware of their legal requirements regarding Workstation Risk Assessments.***

Did You Know...

European Directive 90/270/EEC states employers are obliged to ensure the health and safety of employees working with computer screens.

IT'S THE LAW

TO CONDUCT WORKSTATION RISK ASSESSMENTS
EC DIRECTIVE 90/270/EEC

*Source: Dynamic Markets research commissioned by Fellowes.

**Source: Bupa international study of workplace health - November 2014

***Source: Arkenford Research 2014



Hot desk working

Not having a fixed desk or having to share doesn't mean you should neglect your health or hinder your productivity...

These innovative products are hygienic, functional, sturdy, adaptable and easy to maintain for multiple users in a professional environment.



ZONE1
PREVENT BACK TENSION

ZONE2
AVOID WRIST PRESSURE

ZONE3
RELIEVE NECK STRAIN

ZONE4
HEALTHY ENVIRONMENT



ZONE1
PREVENT BACK TENSION

Fellowes Professional Series™ Mesh Back Support

Easily adjustable to provide proper lumbar support

- Vertically adjustable memory foam lumbar support.
- Tri-Tensioning™ attachment eliminates need for re-adjustment.
- Easily attaches to any chair.
- Gently moulds to your body's contours.

FIRA
Ergonomics • Independence • Integrity

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FIRA
Ergonomics • Independence • Integrity

ZONE2
AVOID WRIST PRESSURE

Fellowes Health-V™ Fabrik Gliding Palm Support

Patented Health-V™ channel relieves pressure on the wrist's median nerve to help prevent carpal tunnel syndrome

- Palm Support glides with the mouse to encourage healthy, natural movement
- Memory foam provides ergonomically correct hand posture



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ZONE3
RELIEVE NECK STRAIN

Fellowes Professional Series™ Laptop Workstation

Fully height adjustable to position laptop at a comfortable viewing angle

- Intuitive nine angle height adjustment.
- Integrated 4 port 2.0 USB Hub.
- Stylish air vents aid cooling.
- Compact design folds almost flat.
- In line copy clips hold documents in place.

FIRA
Ergonomics • Independence • Integrity

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FIRA
Ergonomics • Independence • Integrity

ZONE1
PREVENT BACK TENSION

Fellowes Office Suites™ Microban Adjustable Foot Rest

Prevents back and leg discomfort by ensuring the correct posture is adopted

- Adjust position using foot pressure and it remains in preferred position until you wish to readjust.
- Rock freely back-n-forth to help stimulate foot and leg circulation.
- Includes 3 height adjustments.



8035001



FIRA
Ergonomics • Independence • Integrity

ZONE2
AVOID WRIST PRESSURE

Fellowes Health-V™ Fabrik™ Palm and Wrist Supports

Patented Health-V™ channel relieves pressure on the wrist's median nerve to help prevent carpal tunnel syndrome

- Memory foam provides ergonomically correct hand posture



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FIRA
Ergonomics • Independence • Integrity

ZONE3
RELIEVE NECK STRAIN

Fellowes Smart Suites™ Multimedia Workstation

5 angle height adjustment to raise laptop screen to optimal viewing level

- 5 height positions between 114mm-270mm and angle adjustments between 0-45°
- Supports up to a 17" widescreen laptop or up to 6kg
- Multimedia device holder and In-line document clip reduces neck and eye strain



8024801



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Ergonomics • Independence • Integrity

ZONE4
HEALTHY ENVIRONMENT

Fellowes Machine Organiser

Accessorise your workstation for comfort and organisation

- Four separate drawers for paper or supplies.
- Each drawer holds a ream of A4 paper.
- Built-in cord management.
- Additional drawers available. Item no: 2400501.
- Supports up to 36kg in weight.



24004

View the full range at: www.fellowes.com

Fellowes are here to help

Good health equals good business and good working habits are essential to good health. Create a healthy working environment for your team and improve their well-being as well as improving your bottom line.

Fellowes offer a whole host of tools and resources to help your business:

- 1** Visit **www.ergo.fellowes.com** for an Online Workstation Assessment you can use with your employees. After completing the assessment a full report will be emailed to you with recommendations of products required.
- 2** Download our guide produced in partnership with Sereniti on 'How To Create A Wellbeing Policy'.
- 3** Working Well Days
Working well days entail:
 - An onsite workstation risk assessment.
 - Demonstration for employees by a DSE.
 - Qualified Assessor.
 - The 4 zone approach to the Complete Workstation Solution.
 - A pro-active prevention plan.
 - Workplace diagnosis charts.
 - Fact file on Health and Well-Being in the workplace.
 - Product showcase of latest ergonomic solutions.
 - FREE information leaflets, posters and videos.

To book a free Fellowes Working Well day at your workplace, email: workingwell@fellowes.com or contact your local office products supplier.

To find out if you have any potential risk areas at your workspace, wherever that may be, take the simple online Fellowes Workstation Risk Assessment at:

www.ergo.fellowes.com



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