



WORKING FROM HOME

TIPS FOR AN ERGONOMIC WORKSPACE

1

CHOOSE THE BEST CHAIR AVAILABLE

Take note of the chairs available to you in your home. If you have an office chair with adjustable features, this should be your dedicated chair. If not, pick the kitchen, dining room or other chair type that provides the most back support and allows you to sit upright.

2

PICK A WORK SURFACE THAT IS A COMFORTABLE HEIGHT

When seated in your selected chair with your hands on your keyboard, you'll want your elbows to be at 90 degrees and forearms parallel to the floor (or as close to this as possible). If the surface is too high it can lead to an increase in back and shoulder pain.

3

MAKE USE OF EXTERNAL DEVICES

If your primary computer is a laptop, consider investing in an external mouse and keyboard. Prop the laptop on books, or anything available to bring the top of the screen height level with or just below your eyes. The screen should be placed about arms distance away from you.

4

FIND A FOOTREST

When seated, your thighs should be parallel with the floor and your feet planted firmly on the ground. If you are unable to reach the floor, you can benefit from a foot rest. Stacks of paper or books can substitute an actual footrest.

5

MOVE

It's important to get up to move and stretch every 30-60 minutes. The less ergonomically friendly your workstation, the more often you should be moving. Consider rotating between sitting and standing if a higher surface such as a kitchen counter is available.

