

## Ergonomic Essentials: Working from Home 101

Create a dedicated workspace each day where you can work in a normal routine during regular working hours.

**Remember to sanitize your keyboard, mouse, phones, desk surface and headsets regularly**

### Working directly on your laptop?

- The laptop should be placed on **a laptop holder or on a stack of books/boxes**. A separate keyboard and mouse should be used.
- If the laptop is placed directly on the table surface, the screen should be angled away from you



- Use an external mouse whenever possible
- The chair height should be raised to match your elbow height with the desk
- If your feet are not in good contact with the floor, use a footrest or support
- Font size should be increased on the screen to prevent a “turtling posture”
- Overhead lights should be adjusted to reduce or limit glare.

### Do you have an office setup?

- Adjust the armrests so your forearms are gently resting without raising your shoulders
- Increase the chair height until the armrests match the height of the desk surface
- **Your knees, hips and elbows should be at 90 degrees**
- If the desk surface or keyboard tray lowers, you should lower it to match your armrest height
- Adjust the screen height so that your eyes align with the 1<sup>st</sup> or 2<sup>nd</sup> line of text
- If you raise your arm straight in front, your fingertips should be touching the screen



### Key Ergonomic Tips:

- ✓ Keep your arms close – avoid reaching to your keyboard and mouse. From the side you should create a straight line with your **ears over the shoulders over the elbows over the hips**.
- ✓ Keep all regularly used items within an arm’s reach – keyboard, mouse, telephone, pen, etc.

### General tips:

- **Take a break!** Schedule physical and mental breaks from the desk surface for 3 mins every hour
- Take advantage of any bar top surface or high dresser to allow you to work standing
- Adjust temperature, lighting and surrounding noise as necessary
- Rest your eyes. Look away from the screen every 20 minutes for 20 seconds at something that is 20 feet away (20-20-20 rule)
- Include regular walking and passive stretching

### Need more?

Ergo-Safety offers one-on-one phone or video assessments if you require further assistance.

Contact us today!

613-831-7120

[info@ergo-safety.ca](mailto:info@ergo-safety.ca)