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## **SETTING UP YOUR HOME WORKSTATION**

### **General:**

- Home workstations warrant as much care & attention as in an office, particularly if used more than occasionally e.g. > 1 day/week.
- Fit, adjustability and posture changes should increase with hours of use.
- Mix seated, standing (and even “relaxed”) positions as able
- Ideally find a location where you can concentrate and be comfortable and productive
- If working regularly on a laptop, adding external equipment for functionality & fit is recommended: ideally an external keyboard and mouse and/or a full-size monitor (particularly if working for hours on detailed documents).

### **Seated Workstation**

- Position yourself perpendicular to windows and away from an overhead light to minimize glare
- The keyboard should be at a height and location to allow your arms to fall naturally by your side with elbows square (at 90°) and wrists flat (at 180°) or slightly lower.
- Pointing device/mouse should be nearby at the same level to minimize reaching.
- Screens (laptop or monitor) should be at eye level or slightly below (Your finger tips should be at the middle of the screen with your arm extended at shoulder height); Use sturdy books, boxes or packages of paper to raise if needed
- Tilt the screen to suit lighting and proximity.
- External monitors need to be positioned to minimize head twists or turns: primary/only monitor straight in front and secondary immediately adjacent, at the same height and angled in (or centre the seam if two used equally).
- Place any documents between the laptop/monitor and keyboard

### **Chair**

- If a proper chair is available that has all the adjustable features, ensure that it is positioned at the proper height so that your elbows are square and wrists are flat.
- Place a pillow/cushion on the seat to raise you up if needed to get your elbows at 90°
- Your legs should ideally be level, neither sloping down, nor should your knees be above your hips. Use a non-slip box or pillow to provide foot support where needed.
- Roll a towel and position it at the small of your back, against the backrest of the chair, to provide lumbar support.

### **Standing Workstation**

- The work surface height should allow the elbows to be at 90° with wrists flat, the

screen/monitor to be arms length, and should accommodate all external devices (mouse, keyboard, monitor/laptop)

- Bar style counters or tables may allow for this positioning, or a large stable box or storage container can be used
- The setup of the workstation and external devices indicated in the “seated workstation” section apply here as well

### Phone & Cellphone Use

- Use a headset in order to allow for neutral neck and shoulder postures
- If not required to view the computer screen take the opportunity to stand or walk around

**\*It is important to MOVE; take breaks to provide postural relief and promote blood flow\***

