


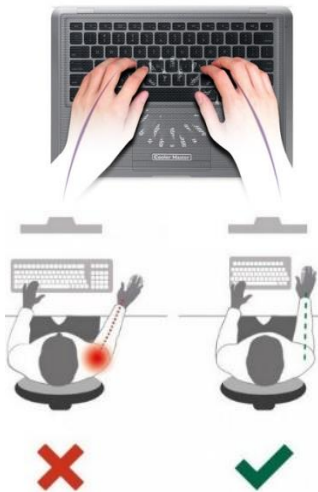



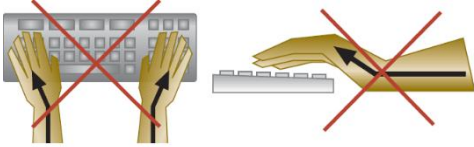

ERGONOMIC TIPS FOR WORKING AT HOME








Work Organization	Do	Don't
	<ul style="list-style-type: none"> ✓ Work from a dedicated workspace such as desk or dining table. ✓ Work with a routine including dedicated and productive work hours. ✓ Schedule lunch and breaks. ✓ Keep all your work items within reach i.e. phone, reference material, etc. ✓ Ensure you have enough leg space. ✓ Drink plenty of water and keep a consistent sleep schedule. 	<ul style="list-style-type: none"> ✗ Multitask when working such as watching TV, cooking etc. this increases time spent working. ✗ Stay seated for long periods of time. ✗ Work from a couch or from a bed.

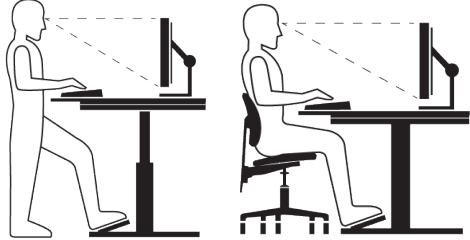
Chair	Do	Don't
	<p>If you have an office chair:</p> <ul style="list-style-type: none"> ✓ Raise or lower the backrest so that it fits into the lumbar area of the back and supports the back from the lumbar region to the mid to upper shoulder blade. ✓ Adjust seat height so that thighs are horizontal and feet are flat on floor. ✓ Adjust armrests to support elbows at a 90° bend. <p>If you don't have an office chair at home:</p> <ul style="list-style-type: none"> ✓ Try to use a chair that will allow you to maintain good back posture; one that has a backrest to support your full back. ✓ Sit in a relaxed position with your lumbar area and shoulder blades touching the chair back. If necessary use a small pillow for support. ✓ Your thighs should be parallel to the floor (feet remain flat on floor), if not, and you don't have a footrest, try to find something like a small foot stool or a box to keep your feet elevated. ✓ Keep your shoulders relaxed (not hunched or rounded). 	<ul style="list-style-type: none"> x Avoid the neck forward position. x Work with hunched and rounded shoulders. x Sit at the edge of the seat. x Work with feet dangling above floor. x Work with chair pressing against the back of your knees, reducing blood circulation.

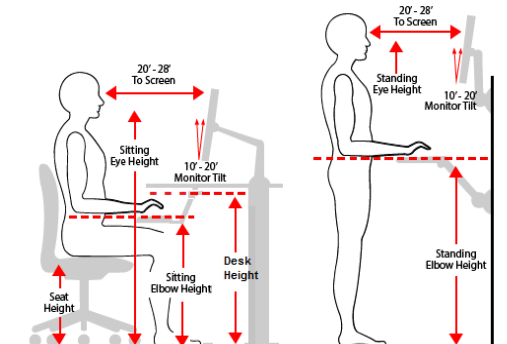
<p>Laptop and Tablet Use</p> 	<p>Do</p> <ul style="list-style-type: none"> ✓ Place tablet/laptop on stable surface such as a desk or table. ✓ Use an external keyboard and mouse. ✓ If possible, connect tablet/laptop to external monitor or TV. ✓ Use a stand/riser or stack of books to ensure that the tablet/laptop monitor is at eye level height, to be looking at top row of text when head is neutral. ✓ Keep your tablet/laptop centrally aligned with your body. 	<p>Don't</p> <ul style="list-style-type: none"> x Complete long periods of work from a tablet. x Place laptop on soft surface such as pillows . The fan could stop working or overheat. x Work with a tablet/laptop on your lap. x Hold tablet for long periods of time in hands when working. x Engage in touch screen typing for long periods of time.
<p>Keyboard and Mouse</p> 	<p>Do</p> <ul style="list-style-type: none"> ✓ Place notepad or book underneath mouse to have it at the same height as the keyboard. ✓ Keep mouse close to the keyboard. ✓ Adjust pointer speed and button click speed in settings to obtain comfortable mouse movement and function. ✓ Rest your forearms on the desk surface or armrests of chair when using mouse and keyboard. ✓ Keep keyboard positioned at same height of elbows to form 90° angle. 	<p>Don't</p> <ul style="list-style-type: none"> x Cause compression in the wrist area. x Rest arms and wrists on sharp edges. x Keep wrists and hands bent and turned. x Use mouse rests that increase compression in the wrist area. x Keep elbows far away from the body.

<p>Forearm Wrist/Palm Support</p> 	<p>Do</p> <ul style="list-style-type: none"> ✓ If your chair does not have armrests, place your laptop/tablet on a sturdy table so that your forearms can rest on the table for support. This will reduce the strain on your shoulder and upper muscles. ✓ A wrist support should only be used for thicker keyboards and should only be the length of the keyboard. ✓ Wrists and hands should be straight. 	<p>Don't</p> <ul style="list-style-type: none"> x Don't rest wrist or hands on sharp edges. x Don't bent or turned or turn your wrist and hands. x Most laptops/tablets are thin and flat so you may not require any palm support. 
<p>Monitor</p> 	<p>Do</p> <ul style="list-style-type: none"> ✓ Adjust your monitor appropriately. This will relieve eye strain and reduce tension in the neck and shoulder muscles. ✓ Keep monitor approximately an arm's length away. ✓ Maintain neutral neck posture by keeping the top of the screen at eye level or lower if using bifocal glasses. ✓ Adjust text size appropriately. Use "Ctrl" + Scroll to zoom in and out. 	<p>Don't</p> <ul style="list-style-type: none"> x Work constantly looking down or up at a monitor that is too low or too high. x Have excessive neck flexion. x Work in a poorly lit room. x Position the monitor with the window behind you.

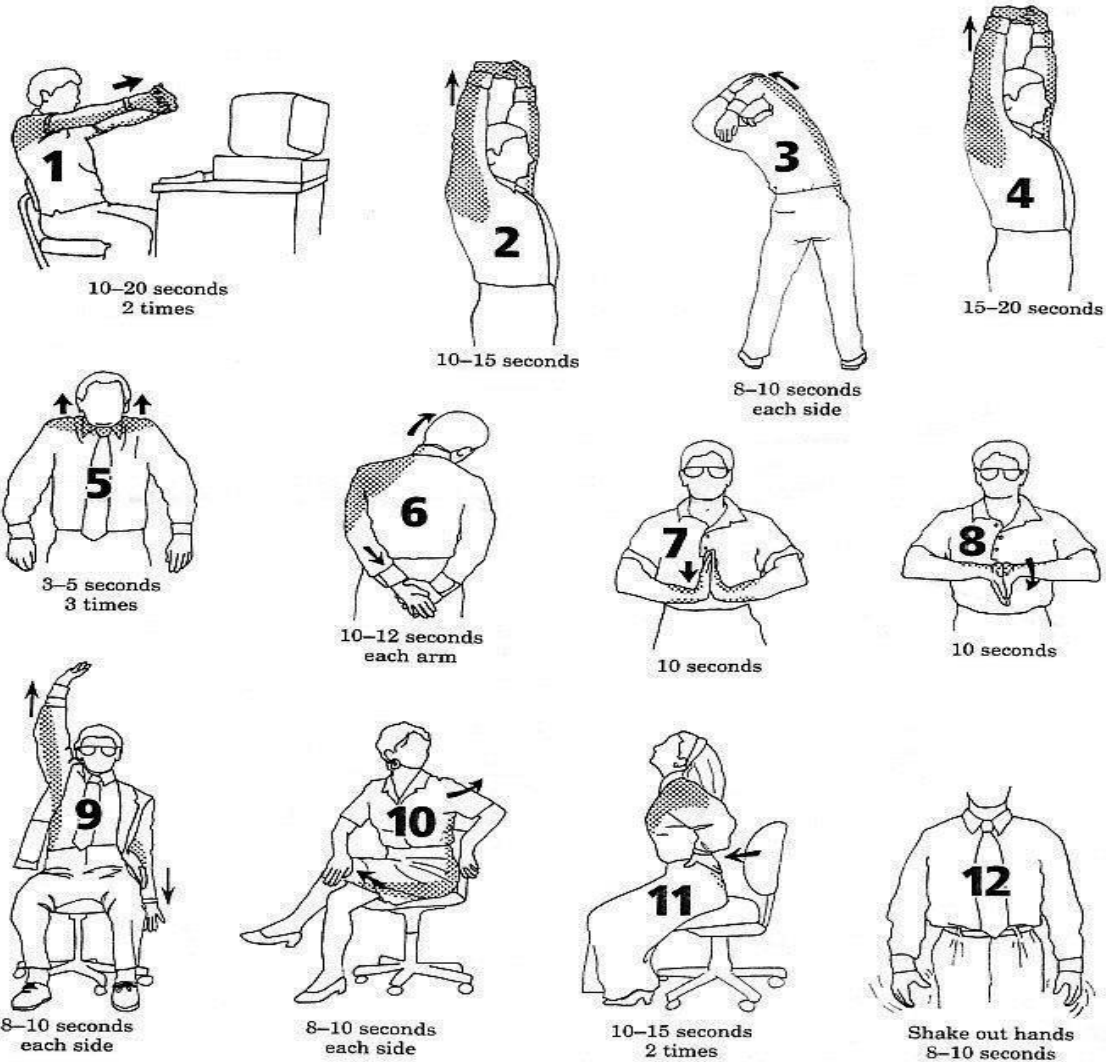
<p>Document Holder</p> 	<p>Do</p> <ul style="list-style-type: none"> ✓ Keep your document close to your monitor. ✓ Keep your document in an upright position. ✓ If you do not have a document or book holder, try to prop the document upright using a large stand up picture frame, cutting board, or a folded box etc. 	<p>Don't</p> <ul style="list-style-type: none"> x Don't lay your document flat on the surface. x Don't continuously bend your neck downwards to reference documents. x Don't reference hard copy documents for long periods without taking breaks.
<p>Footrest</p> 	<p>Do</p> <ul style="list-style-type: none"> ✓ While sitting, using a footrest can help reduce pressure on your legs and relieve pressure on the lower back. ✓ Your thighs should be parallel to the floor (feet remain flat on floor), if not, use a footrest. ✓ Allows ankles to remain at a 90° angle. 	<p>Don't</p> <ul style="list-style-type: none"> x Let your feet dangle. If you don't have a footrest, try to find something like a small foot stool or a box to keep your feet elevated. x Don't sit with your legs crossed.

<p>Telephone and Mobile Device</p> 	<p>Do</p> <ul style="list-style-type: none"> ✓ Use hand free devices such as headsets, headphones or place the phone on speaker when multi-tasking on long phone calls. ✓ Use speech to text applications for a break from prolonged typing. ✓ Stand and walk when on the phone for increased circulation. ✓ Reduce keystrokes with text shortcuts (search “text shortcuts” on your web browser or app store). 	<p>Don't</p> <ul style="list-style-type: none"> x Sit in one position for lengthy phone calls. x Cradle phone between neck and ears to multitask while on the phone. x Forward head posture while using a handheld device. 
<p>Lighting</p> 	<p>Do</p> <ul style="list-style-type: none"> ✓ Work in areas with increased exposure to natural light to increase productivity, focus and morale. ✓ Position monitor or laptop perpendicular to the light source. ✓ Use a task lamp placed behind the monitor to reduce contrast. 	<p>Don't</p> <ul style="list-style-type: none"> x Work where there is a window directly shining on the monitor. x Work in dark, poorly lit environments.

Desk/Work Surface	Do	Don't
	<ul style="list-style-type: none"> ✓ Raise chair if desk is too high and use a footrest to always maintain firm contact with the floor. ✓ Work in a neutral elbow height (achieved by relaxing shoulders, bending elbows at about 90°). ✓ Using a kitchen counter, iron board, upside down clothes hamper as a desktop to alternate between sitting and standing at a neutral elbow height (slightly lower than elbow height when standing up straight). ✓ Use a soft mat underneath your feet when standing. 	<ul style="list-style-type: none"> ✗ Work from work surfaces that are unstable. ✗ Work from the couch or bed. ✗ Work from a surface that is too high creating tension on shoulders.

Posture, Movement and Vision	Do	Don't
	<ul style="list-style-type: none"> ✓ Set a timer every 30-45 minutes to take a micro-break of 2-4 minutes. ✓ Blink, roll and move eyes up and down frequently. ✓ Cup palms over the eyes for 10-20 seconds to allow the pupil time to dilate and relax. ✓ Complete eye exercises focusing on objects 20 feet way for 20 seconds every 20 minutes. ✓ Periodically focusing the eyes on distant objects. ✓ Stretch several times per day while sitting and while standing. ✓ Alternate between computer and non-computer related tasks. 	<ul style="list-style-type: none"> ✗ Remain focused on the computer for several hours at a time. ✗ Try to complete all work tasks in one sitting as quickly as possible. ✗ Remain in one position for long periods. ✗ Stay seated without leaving the chair for more than an hour at a time. ✗ Don't round your shoulders or hunch forward.

See stretch exercises below. Text versoin of the stretching exercises is below the image.



Alternative text for the stretching exercises graphic.

- 1) Sitting in chair, interlock fingers in front of body, turn palms away from body. Gently straighten elbows and reach forward. Hold stretch for 10-20 seconds, 2 times.
- 2) Standing fingers interlaced, arms over head with palms reaching up. Hold stretch for 10-15 seconds.
- 3) Standing arms above head, grab a hold of opposite elbows, lean side to side. Hold stretch for 8-10 seconds each side.
- 4) Standing fingers interlaced, arms over head with palms reaching up. Hold stretch for 15-20 seconds.
- 5) Standing arms at sides, roll shoulders up and back, 3-5 seconds, 3 times.
- 6) Standing arms behind back, grab wrist with opposite hand and pull while titling head to the side. Reverse and repeat, 10 – 12 seconds each arm.
- 7) Standing palms together, fingers pointing up, push hands down, 10 seconds.
- 8) Standing palms together, fingers pointing down, pull hands up, 10 seconds.
- 9) Sitting in chair, reach one arm over head, palm up and opposite arm down, palm facing back. Hold stretch for 8-10 seconds each side.
- 10) Sitting in chair, cross one leg over another, take opposite arm to knee, twist towards open side, 8 -10 seconds per side.
- 11) Sit down, place hands on lower back for support, lean back, 10-15 seconds.
- 12) Standing arms at sides, shake hands out, 8-10 seconds.