ERGONOMIC TIPS FOR WORKING AT HOME

USING A LAPTOP:

- Limit continuous typing to < 2 hours, unless you are using an external keyboard, mouse, and monitor.
- Use a separate monitor if you have one. If you feel your neck is bent, keep raising your screen.
- Position your laptop so that the top line of text is at eye level. If you do not have a laptop riser - use a box or books to raise your laptop.
- Place your monitor an arms length away from you.
- Keep your shoulders and arms close to your body when typing.
- Position your monitor perpendicular to a natural light source, such as a window.
- Enlarge the font on your screen as needed. Look away from your screen every 20 minutes for 20 seconds.
- Don’t sit or stand for too long – change your posture every 15-20 minutes and take regular micro-breaks.
- Incorporate some regular stretches into your day.

SITTING:

- Sit in a comfortable chair with adequate back support.
- Use pillows for comfort or positioning if needed.
- Work at a desk or table with adequate knee/foot clearance so that you can sit close to your laptop.
- Sit with your knees and elbows resting at 90° and your wrists in a comfortable neutral position.
- Use books to raise your keyboard and mouse if needed.
- Use a foot rest for additional support if your feet are not placed on the floor.
STANDING:

- Wear comfortable shoes.
- Create your own standing desk by using surfaces available in your home such as a kitchen island, bookshelf, etc.
- Your elbows should rest at 90° and your wrists should be in a neutral position. If needed, use books to adjust the height of your keyboard and mouse.
- You can also use a footrest such as a box or stool to help distribute your weight and improve your posture.

MOBILE COMPUTING: SMARTPHONE/TABLET:

- If you’re primarily viewing the screen (minimal typing or mousing), raise your tablet, support it on an external device and avoid sustained holding of tablet.
- If you need to type/mouse then position the tablet on a pillow on your lap, avoid sustained holding of tablet and be aware of your wrist position while typing (keep it as straight as possible)
- Whether you hold your smartphone in your dominant or non-dominant hand, most of us tend to do so with a bent wrist which causes strain in the wrist and hand. Be aware of this: vary your position, support your smartphone on your bag or your lap, alternate hands, rest it in your palm or use both hands.
- Be aware of over reliance on your thumb when texting. Vary your posture or digits involved. Use voice to text when possible.

For additional information, our ergonomics page has further resources to ensure the health and safety of all of our employees.