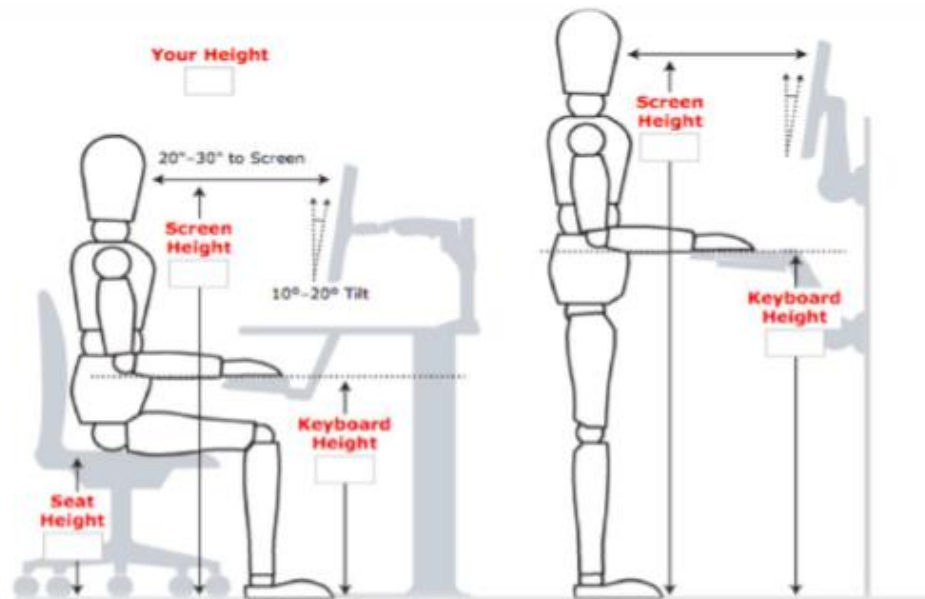


# Working From Home - Ergonomics & Tips

Quality, Safety & Performance and People and Culture

## Step 1: Work Station Set Up (General Principles)

- Find a comfortable chair with back support ensuring your feet are supported
- Use a hard flat surface such as a table or desk
- Position your monitor about an arm's length away
- The top of your screen should be at or slightly below eye level with your neck straight
- Relax shoulders and arms at your side with elbows at 90 degrees and wrists straight
- Try to find a designated spot for your work, separating work from home life if possible
- Take time to set up your work station optimally (see image) when you transition between positions



## Step 2: Home work station solutions

You can modify and improve your work station at home as follows:

### **Are your feet supported (flat on the floor)?**

- Place something firm under your feet so knees are bent at approximately 90 degrees
- Use shoe boxes or a storage box under your feet if needed

### **Is your chair too low?**

- Try different chair heights. The ideal seat height is at or slightly below knee level.
- Place a cushion or towel on your seat to raise you up
- Avoid sitting on stools or couches while working

### **Is your lower back curve supported?**

- Roll up a towel and place it into the curve of your lower back

### **Is your keyboard too high?**

- Try different table tops or flat work surfaces so the keyboard is around elbow height
- Use an external keyboard and/or mouse to help with height adjustments
- Place a cushion or towel on your seat to raise you up

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## Is your monitor too low?

- Use books, shoe boxes or a cake pan to raise your monitor height if you find you are looking down
- Use your TV as a monitor (if working with a laptop)
- If you are using 2 monitors, center yourself between the monitors and raise both

## Are your hands, wrist and forearm in line?









- Keep your keyboard and mouse just below your elbow, with arms close to your body
- Make sure you have enough surface area to manoeuvre the mouse

## Straining your eyes?

- Adjust monitor distance or enlarge your font size to help reduce eye strain
- Adjust lighting sources and screen brightness to reduce glare
- Stay hydrated and take breaks from screen time

## Step 3: Take movement breaks and connect with others

- Make frequent positional changes. Vary your posture at least every 30 minutes.
- Take breaks and fit in movement or gentle stretches throughout the day (see image)\*
- Set reminders to plan time for task changes, breaks or stretches
- Try to maintain a regular exercise routine
- Stay connected with your colleagues. Check-in with each other and offer support when appropriate

<p>Neck</p>  <p>Bring your ear to your shoulder and turn slightly towards the ceiling.</p>	<p>Shoulder</p>  <p>Roll your shoulders forwards and backwards.</p>	<p>Arm and Chest</p>  <p>Stretch out your arms outwards and backwards to stretch your chest and upper arm.</p>	<p>Forearm</p>  <p>Keeping elbow straight and palm down, bend your wrist down. Repeat with palm up.</p>
<p>Back</p>  <p>Support the small of your back with your hands. Bend slightly backwards at the waist.</p>	<p>Ankle</p>  <p>Move your foot up and down or in circles.</p>	<p>Leg</p>  <p>Straighten your knee, sit up tall and bend forward slightly. Point toes up for greater stretch.</p>	<p>Posture Reminder</p>  <p>Take time to set up your workstation to assume good supported seated posture.</p>

Discuss stretching options with your health care provider as appropriate. Image source: Sunnybrook Health Science Centre

Any questions? Contact Chimine Li, Occupational Safety Specialist at [chimine.li@hollandbloorview.ca](mailto:chimine.li@hollandbloorview.ca) or Kaley Carveth, Occupational Health Nurse at [kcarveth@hollandbloorview.ca](mailto:kcarveth@hollandbloorview.ca)

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## 8

### Tips to help you and your team transition to working from home



#### Get up at your regular time

Set your alarm at your regular time. Your regular schedule will help you stay on track



#### Get dressed

Get dressed. You will feel better and be more productive



#### Make a schedule for your day

Write down your major goal and the three things that will make the day a win for you. Write down your lessons learned and wins at the end of the day



#### Check in with your team

Set a time to check in with your entire team. Do so via Zoom, FaceTime, Google Hangout, Whatsapp. Ask everyone what they need to be fully present for the day and what they need from others to do their best work. Be available for them. Help others set their daily goals - it might be new for some to do this at home.



#### Make your lunch

Make your lunch as if you are going to the office. It will prevent you from over eating or not eating enough. This sounds weird at first, but it works.



#### Schedule time for your physical and mental health



Don't leave this to chance. Schedule it in! Do 10 minutes of mindfulness (check out apps like Insight Timer). Go for a walk outside. Do some yoga online. Set up an exercise routine with just your body weight (plenty of ideas online). Create accountability by committing to this with a friend or colleague.



#### Practice gratitude

Share gratitude and personal acknowledgements at each check-in meeting. Start a gratitude journal.



#### Be kind and compassionate

These are stressful times and everyone will experience this differently. Make room for these differences, listen and get creative to help each other out.



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Below is a link to an additional resource for viewing at your leisure – a 20 minute ergonomics webinar on working from home from Humantech.

[https://info.humantech.com/Working-from-Home\\_leh-Video.html?aliid=eyJpIjojOGY1NFNhKzBk1Y5Y1N3dClInQiOilwR3ZvQTBNtZheZVBpMU5hekNHNThRPT0ifQ%253D%253D](https://info.humantech.com/Working-from-Home_leh-Video.html?aliid=eyJpIjojOGY1NFNhKzBk1Y5Y1N3dClInQiOilwR3ZvQTBNtZheZVBpMU5hekNHNThRPT0ifQ%253D%253D)