



# HOME OFFICE WORKSPACE ERGONOMICS



## TIPS TO OPTIMIZE WORKING FROM HOME



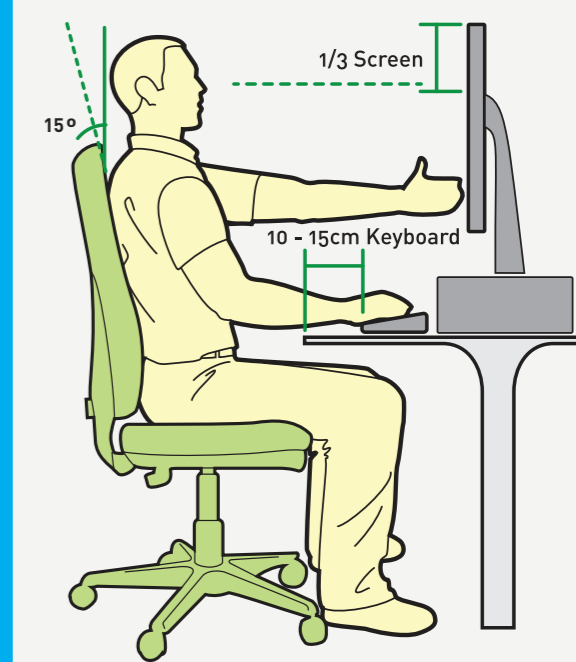
GOOD



BETTER



BEST



**OPTION 1**

- Sit back into chair and close to the desk
- Push laptop back to improve forearm support and allow for ease of viewing of the screen without overreaching

**OPTION 2**

- Use a cushion to sit on and/or against the back to improve the sitting comfort and support

**OPTION 3**

- Use an external keyboard and mouse
- Push laptop back to soften the degree of neck flexion to view the screen

**OPTION 4**

- Raise the laptop to encourage a neutral head position when viewing the screen

**OPTION 5**

- Use an adjustable ergonomic chair preferably over a rigid non adjustable chair
- If available adjust the chair features in the following order according to features available:

### STANDARD OFFICE SET UP

**OPTION 6**

Adjust your workstation set up in the following order

1. Adjust your chair so that you are optimally set up for your desk
2. Place keyboard 10-25cm from desk edge
3. Place the mouse adjacent to the keyboard
4. Adjust monitor distance to approximately arms length away
5. Adjust monitor height so that the eye line falls on top 1/3 of screen
6. Adjust monitor position(s) depending on use i.e. single monitor directly in front. Workers with dual screens of equal size used 50/50 should sit between the two. Workers with a larger monitor and secondary laptop screen should sit directly in front of the larger monitor and place secondary screen to the side

**SELECTING A SUITABLE WORK AREA**

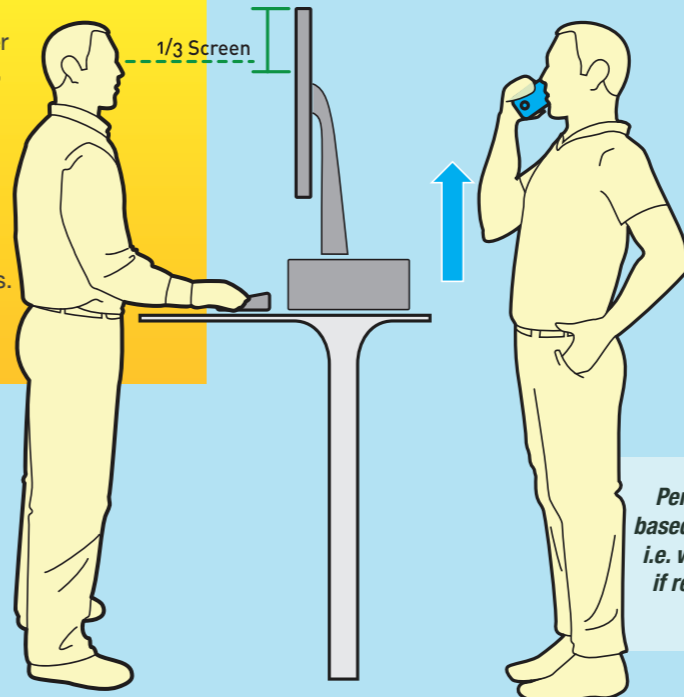
- A spare bedroom or dedicated study is the ideal work from home office
- Alternatives include the dining room table or a work area that is away from the kitchen and living area if possible
- Ensure the work area has adequate outside light, suitable internal lighting and appropriate heating and cooling

**MOVEMENT BREAK IDEAS**

- Take a 30 second break every 5-7 minutes if performing repetitive typing and mouse tasks
- Take a 2-3 minute standing break every 30 minutes OR a 5 minute break every 45-60 minutes
- Take a longer 30 minute break midway through your work day and move
- Structure your day so that you can vary work tasks and postures
- Every 20 minutes, look 20 metres away from where you are sitting for 20 seconds to give your eyes a break
- Stay connected with your work colleagues on a daily basis through phone calls and/or video calls
- Maintain your health and wellbeing to ensure you are functioning optimally

**STANDING STATION ERGONOMICS**

- The optimal standing desk height is one where the desk is parallel with the forearm when using the inputting the devices.
- Try alternating regularly between sitting and standing work postures throughout the day. Consider changing postures every 45-60 minutes.
- If you are new to standing computer based work tasks, start with 10-15 minutes every 1-2 hours to build up your tolerance.
- Ensure you wear supportive and comfortable shoes.



*Perform non computer based work tasks standing i.e. when on the phone or if required to read hard copy documents*

**YOUR HOME HEALTH AND SAFETY CHECKLIST**

- Are hallways clear of trip hazards?
- If you have stairs, do they have handrails?
- Do you have smoke alarms in the home?
- Do you have a first aid kit in the home?
- Do you have fire safety equipment i.e. fire blanket and fire extinguisher
- Do you know your business's policy and procedures with regards to reporting incidents and hazards

This document was produced by Corporate Work Health Australia Pty Ltd (CWAHA). All information contained within is provided by CWAHA, belongs to CWAHA and is protected by copyright law.

Unless otherwise stated, no part of any CWAHA publication (electronic or otherwise) may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electrical or mechanical, without the prior written permission of CWAHA. It is illegal to copy, fax or email any of the contents of any document for external use.