

### Before you leave your usual place of work

- Take a photo of your workstation to help you create a similar setup at home
- Take measurements of your screen height so that you can set your monitor/laptop/tablet at a similar height above the work surface at home.
- With your employer's permission, borrow as many items (mouse, keyboard, document stand, footrest, headset, office chair etc.) as possible, to ensure you can set yourself up comfortably.
- Seek a workstation checklist or a previous assessment report provided for your workstation from your employer to use as a reference.

### Setting up your workstation at home

- Workspace:
  - Create a workspace that can remain set up and is away from noisy or distracting environments.
- Monitor:
  - Try to avoid putting your monitor directly in front of a window.
  - Sit directly in front of your monitor, avoiding any twisting of your neck.
  - The tool bar on the monitor should be positioned at eye level. Note: bi-focal/ multifocal glasses may require the monitor to be lower so you do not tilt your head back when viewing the top of your screen.
  - If using 2 monitors, place the most frequently used monitor directly in front of you and the second monitor angled to one side. If you are using 2 monitors equally, these should meet opposite your nose and gently angle around you.
- Chair:
  - Use an adjustable ergonomic chair, if possible. If your chair does not have lumbar support – you can create support using a thin cushion, small pillow or small rolled up towel.
  - Adjust your seat height to enable your forearms to be parallel with the floor with elbows beside your body. If you need to raise your seat height, build up the height with incidental cushions or pillows.
- Footrest:
  - If you need a footrest, consider using a sturdy box or large heavy books(s) as a makeshift foot support.
- Desk top items:
  - Place frequently used items within easy reach range.
  - Keep the mouse close to the keyboard and keep your elbow close to your body when operating the mouse.
- Lighting:
  - Use a desk lamp if your workstation is in a poorly lit area of your house.

## Laptops

- Laptops should only be used for short periods. If using for longer periods, raise the laptop height to eye level (on books or a shoebox) and use a separate keyboard and mouse.

## General

- Work centered to tasks:
  - o Keep a symmetrical work posture – Place hard copy materials directly in front of you, perhaps using a lever arch file as a makeshift document stand between the keyboard and monitor.
- Water for Wellness
  - o Maintain hydration. Bring a glass of water to your desk and refill often.
- Take a Brain (mental) Break
  - o to refresh concentration and thinking.
- Limit Technology
  - o Set a time limit for technology use so that you can wind down and get a good night's sleep.

## Movement and posture Breaks

- Walk Away:
  - o from your computer every 30 - 40 mins : Use a reminder strategy to ensure regular posture breaks –eg: timer, calendar reminder, smart phone, fit-bit.
- Keep Moving
  - o Do some brief household chores – washing up, hanging laundry, vacuuming or dusting one room, walk to the letter box, walk up/down stairs, around your block or to the end of your street.
- Be Active
  - o You can exercise at home using equipment (treadmill/ weights), or exercises using your own body weight (e.g. squats, lunges, push-ups, sit ups). There are countless free online workout videos to provide inspiration.

## Taking care of your mental health when working from home

- Create a Routine – try to maintain a usual daily routine.
- Mix it Up - Plan to have a mix of work, rest and play each day.
- Keep in Touch - phone or video calling to stay connected.
- Practice Healthy eating – Maintaining a healthy balanced diet, with set meal times, avoid between meal snacks.

For further resources please review our short “**Sound-Bytes**” Video series available at: <https://tasergonomic.com.au/resources/>

If you would like more information or to schedule a Tele-health assessment of your workstation, please contact the TEC Team at: [office@tasergonomic.com.au](mailto:office@tasergonomic.com.au)