

While working away from the office, or at a different workstation, it's important to consider carefully your posture, positioning and working habits so you can stay as productive and healthy as possible.

Whilst many staff may not have the ability to attain an ideal set-up (desk and adjustable chair), how can you stay comfortable, healthy and safe when you work away from the office?

Here are some tips and information on how to make the best of your environment.



Key points;

Chair – provides:

- Correct height for forearms to be level with desk.
- Hips above knees.
- Back support.

Screen position –

- Centrally positioned
- Approx an arm's length away.
- Top of screen at eye level.

Common problems encountered when working from home, with an easy fix:

- No adjustable chair – use cushions or pillows to raise you to the right height, and pillow or rolled-up towel to support your lower back
- Screen too low as laptop or surface – raise screen to or nearer eye level using laptop riser (or e.g. plastic box, pile of books with tray on top, or similar). Note - separate keyboard and mouse are required
- No separate mouse or keyboard – use own or any, or borrow a keyboard.
- Poor foot support – use a large book, ream of paper, sturdy box or tin.
- Lack of movement – Personal responsibility. The worse the working position, the more frequently you should move or have micro breaks to keep yourself healthy and productive.

If you can't improvise a suitable set-up, make sure that you get up and move about every 15 minutes.

Get up and move to make or receive phone calls.

Using devices in your hand or on your lap can force a head-hanging posture, as well as uncomfortable arms positions:

- No desk or chair – raise your screen, place laptop on a large book and cushions on your lap
- View screen for no longer than 15 minutes without a break
- Move your head, hands, shoulders and arms regularly
- Try not to let your head and shoulders slump forwards.



### Problem:

Not being able to adjust the height of your chair or workstation means that you're less likely to be able to find a suitable working position as your arms may not be level.

### Tips:



Find a cushion to elevate yourself to a suitable height



Use a stand or box to raise your screen to a suitable level with a separate mouse used at a lower level, (maybe on your thigh)



If you can't improvise a suitable set up, make sure you get up and move around every 15 minutes



Regularly stretch your head, shoulders and arms