

ERGONOMICS FOR THE HOME OFFICE



Ergonomics is about improving your comfort, health, and productivity with thoughtful workplace design. There are some small changes you can make to your home/teleworking office set up that will benefit your health and wellbeing.



Monitor

- Set the top of your monitor at, or slightly below **eye level**
- Keep your **neck straight** instead of craning or twisting
- Position your monitor about an arm's length away
- 20-20-20 Rule: Look 20 feet away every 20 minutes for 20 seconds

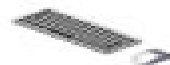


❌ WRONG SITTING POSTURE



✅ CORRECT SITTING POSTURE

(Ulliance, 2020)



Keyboard & Mouse

- Make sure your arms are **close to your body** with elbows near your sides.
- Use an external keyboard and mouse, and place them close to your body.
- Keep your wrists straight by floating your hands above your keyboard while typing.



Chair

- Choose a chair with **back support** and sit so your back is fully supported, reclining slightly if possible
- Don't sit on a stool, couch, or exercise ball



TIPS

- Sit for no more than 2 hours at a time
- Stand up regularly and move for breaks, phone calls, or non-computer work
- Noise distractions can be managed with noise cancelling headphones, or listening to music



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