

WORKING FROM HOME ERGONOMIC ASSESSMENT



Chair

- Is the seat pan parallel to floor?
- Are your knees at 90 degrees?
- Are your thighs supported by seat of the chair?
- Is there 3cm between the chair and back of your knee?
- Do you have lumbar support in the curve of your lower back?



Keyboard / Mouse

- Are your forearms on the desk parallel to the floor?
- Keep your keyboard flat (legs down).
- Are your hands and wrists in a neutral position?
- Are these positioned to the front edge of desk?



Monitor

- Is your screen an arms length away?
- Is your neck in a neutral position when you are looking at the monitor?
- Are your eyes looking at the top third of the screen?
- If using two screens, are they the same height?



Documents

- Place source documents between the keyboard and monitor.



Feet

- Are your feet flat on the floor, or supported by a footrest?



Desk

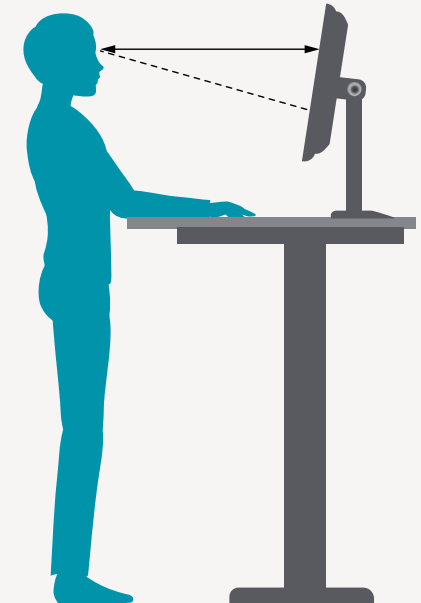
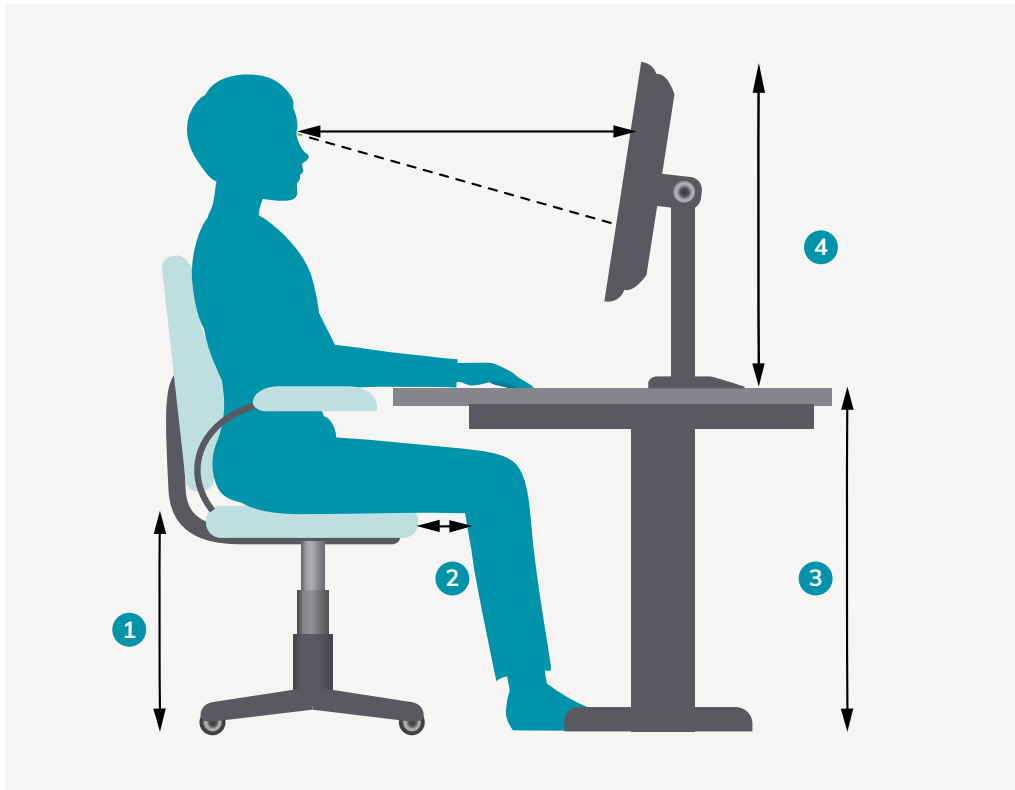
- Are your shoulders relaxed, elbows bent and forearms supported on the desk?
- Is your desk clear of clutter?

RECORD YOUR WORKSTATION MEASUREMENTS

1	Chair height from floor to top of seat pan.	
2	Seat pan to back of knee.	
3	Desk height from floor to desk surface.	
4	Monitor height from desk surface to top of monitor.	

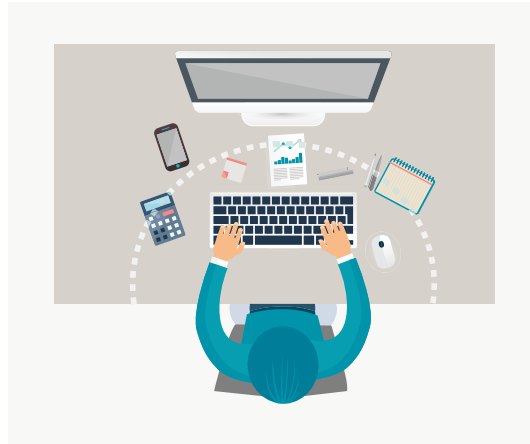
STANDING WORKSTATION

- Are your shoulders relaxed, elbows bent and forearms are supported on desk?
- Are your keyboard, mouse, monitor and documents as per seated workstation?
- Alternate between seated and standing posture. Try standing for 20 minutes every hour.
- Shift from side to side to reduce strain on your legs and back.
- It's a good idea to wear comfortable footwear.



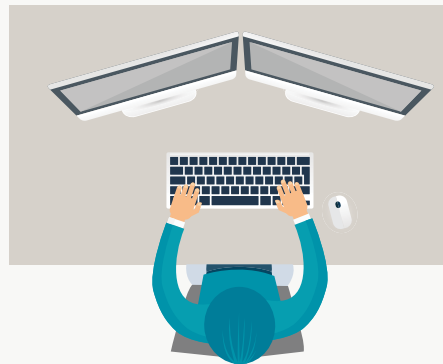
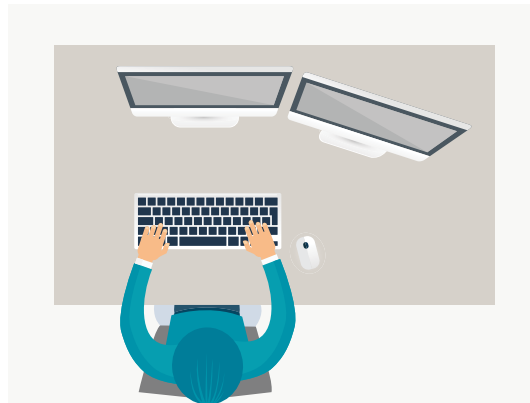
OBJECT USE

- Objects that you use frequently and constantly should be able to be reached within an arc made with your elbows touching the side of your body.
- Objects not in regular use should be placed outside of the arc on the opposite side to your natural use arm i.e. if you are right handed place your mobile further away on the left hand side.



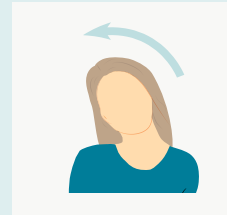
MULTI-SCREEN USE

- 50/50 screen use – The middle of your body should line up with the middle of the two screens.
- Non 50/50 screen use – When using one screen more than the other, make your body line up with the middle of the main screen.
- When using different screen sizes ensure that they are both at the same viewing height.
- Ensure your screen settings are the same (e.g. brightness, contrast).



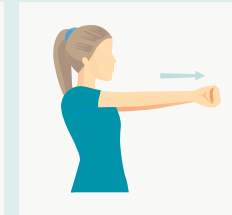
STRETCH IT OUT

- Make sure you take regular stretch breaks throughout the work day.
- Transition between stretches smoothly and gently.
- Hold each stretch for 5 to 10 seconds.
- If a stretch causes any pain, stop it immediately.



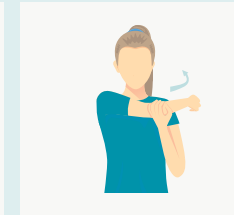
Neck Stretch

Gently move your neck towards your shoulder. Repeat on the other side.



Back Stretch

Stand up. Hold your arms out straight in front of you and arch your back and neck forward.



Shoulder Stretch

Stand up and bring your arm across your body gently with your other arm and hold. Repeat on the other side.



Wrist Stretch

Gently bend your wrist downwards and upwards. Repeat on the other wrist.

KEEP MOVING



Take a **posture break** every 45-60 minutes.



Set a reminder to take **visual breaks** every 20-30 minutes.



Remember to **hydrate** throughout your work day.



Send a calendar invite to your colleagues to **do stretches** together.