

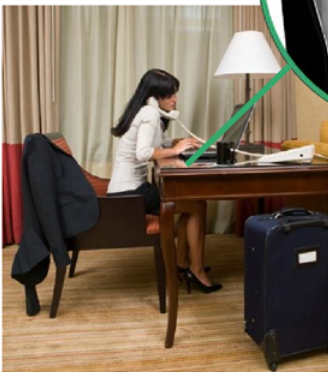


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# Ergo Insights

## Setting up to work mobile

### Work Surface:



It is important that you work with the desk/table surface at the proper height to allow good working postures in your back and upper limb. For your home office, or when working in the business centres of some hotels, there may be height adjustability available for desk surface. If this is the case: **Adjust the desk height mechanism, or keyboard tray, to match your seated resting elbow height.** However, many home office and hotel rooms do not have height adjustable surfaces.

**If the surface you are working at is not at the appropriate height:**

- Consider adjusting your chair height to allow resting elbow height to match the surface of the desk. This may require that you use a travel bag or footrest under the desk/table to avoid dangling your feet from the chair.
- If the chair does not adjust and you find that you are hunched over or shrugging, manage your time at this work surface by taking frequent breaks to stand up and stretch and try to find a more adjustable space to work.

### Chair

**Ideally, a chair used in a home office or in a hotel should have fully adjustable features that include:**

- Adjustable seat pan depth
- Adjustable chair height
- Adjustable arm rest height, width and angle
- Adjustable back rest height
- Adjustable lumbar support
- Multi-tilt capability to independently change back rest and seat pan angles is a nice feature to have, but may not be necessary for shorter times of working seated.



If you find your chair is too big (seat pan is too long) or you do not have enough lower back support consider using a small portable back support, pillow or a rolled up towel. If these features are not available, or the level of adjustment does not match with your stature, limit your exposure to working with this chair and try to find an alternative space that has a more adjustable chair design. For a home office consider purchasing a chair that meets these features.

### Get the office ergonomics Self-Adjustment App:

If you need additional tips for setting up your workstation, scan the QR code (right) with your smart phone or tablet and download the free app on itunes or google play!





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### Input devices and laptops:

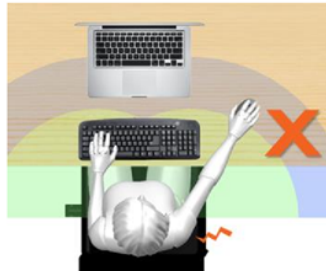


Working outside the office often requires the use of a laptop or notebook computer. While portable, these computers have a keyboard that does not adjust to ensure proper upper limb postures, and they rely on an integrated pointing device. Restricted postures associated with a laptop keyboard can lead to upper limb and neck

discomfort. Also, integrated pointing devices can lead to awkward posture and increased efforts required in the wrist and hands when compared to traditional mouse designs.

#### When working with a laptop computer consider:

- Bringing and using an external keyboard and mouse
- Ensure there are enough connection ports in the computer to allow use of the keyboard/mouse, and attain/use a USB hub where necessary.
- Place the keyboard and mouse close to the edge of the desk surface to minimize reaching distances and promote good working postures.



### Visual issues and laptops:

Laptop computers lack screen adjustability, therefore they require constant forward bending of the neck, which can lead to discomfort in the neck and upper back. Also, typically the laptop's screen is too close to your eyes when you position the laptop for optimal interaction with the integrated keyboard and touchpad mouse. Ideally, the monitor should be set at a distance approximately an arm's length away when you are sitting, and the top of the screen should be just below eye level.

**Prolonged viewing of the laptop screen should be avoided. Some methods to improve the visual alignment include:**

- Where possible, use an external monitor or docking station to allow the display from the laptop to appear on a larger, height and distance adjustable monitor.

#### If using the laptop screen is the only option:

- Raise the laptop onto a higher surface or support stand device to improve height of the screen, neck postures and visual alignment.



### Luggage Insight

Carrying a laptop, peripheral devices and other materials between the office and the home or hotel in a laptop bag that is carried on the shoulder or a backpack can be problematic. The weight of these bags can be in excess of 20lbs and present risk of discomfort and/or injury.



#### Consider using a roller bag

laptop case to transport the computer and other materials between locations.

