



Take time now to save time later. Setting up your workstation properly will help to keep you safe and comfortable while working remotely. Be proactive to help prevent injuries from occurring and be aware of early signs/symptoms of discomfort.

Use this document combined with the **Office Ergonomics Self Adjustment Tool** and **Proactive Ergonomic Program** resources for your ergonomic assistance needs.

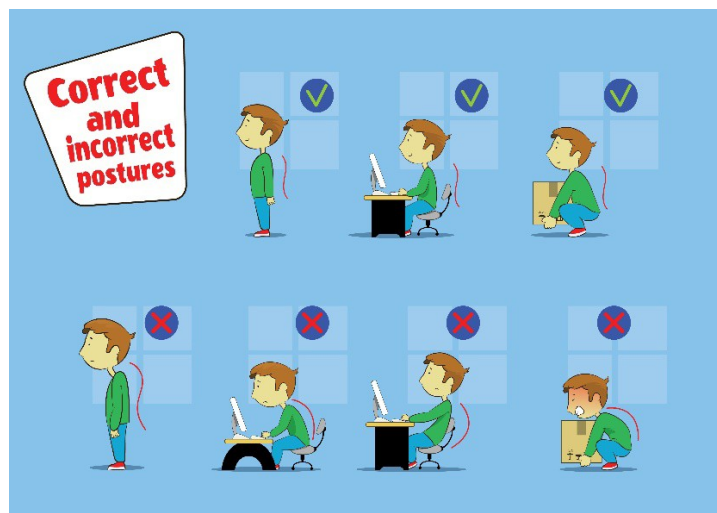


## Setting Up Your Remote Workstation



- 1 If able choose a private location separate from your personal activities.
- 2 Safety first: watch for tripping hazards and ensure work equipment and furniture is secure. Refer to the EHS safety guidelines for working from home.
- 3 Depending on your situation (kids, other family members, pets, available space, accessible furniture etc.) you will need to choose the most appropriate work location and furniture in your home.


- 4 Considering the following postures when selecting a chair and surface to work on. Have a family member, if available, observe your workstation set up to ensure you are using good posture and work practices.





## Office with an office chair and desk

Use the [Self Adjustment Tool](#) on the Proactive Ergonomic Program webpage to set up your workstation.

If your chair or desk does not adjust, use the following tips:

	❌ Issue	✅ Solution
	<p>4 Keyboard and mouse are too high</p> <p>8 Feet reach to touch the floor (thighs should be parallel to the floor or angled slightly down).</p> <p>2 Monitor is too low</p>	<p>4 5 6 With your shoulders relaxed, elbows at 90 degrees, wrists neutral and back against the chair - raise your chair to the proper height using the chair height adjustment or place a secure pillow or blanket on the seat. To improve lumbar support place a rolled towel along the small of your back.</p> <p>Use a footrest, books or a small, sturdy box to support feet at the proper height.</p> <p>3 Raise monitor by using a riser or books.</p>
	<p>Workstation is too low</p>	<p>Use risers, books or sturdy boxes to raise your station to the appropriate height.</p>

## Basement

	❌ Issue	✅ Solution
		<p>You may need to wear warmer clothes and take your breaks in areas with natural light.</p> <p>If you do not have a chair with a back support, you can stack pillows to provide some support. If your only desk option is a coffee table, use books, sturdy boxes or containers to raise your keyboard/mouse, monitor and writing surfaces to the proper heights.</p>
		<p>If you have a hard surfaced chair, consider adding secured padding such as a towel, blanket or pillow. Ensure the surface is flat and does not create areas of increased pressure.</p> <p>Try to use a chair with arms rests (as long as they are not too high), a backrest and a proper seat height for your body stature and desk height.</p>

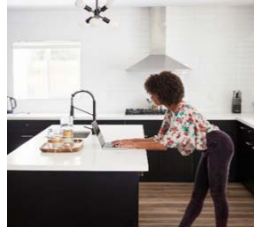
## Kitchen

### ❌ Issue



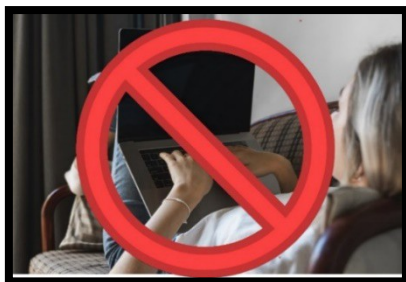
Raise monitor using a riser or books. Use an external keyboard and mouse on the table surface. You may need to raise yourself up using a secure pillow or blanket on the seat. Use a footrest, books or a small, sturdy box to support your feet at the proper height.

### ✅ Solution

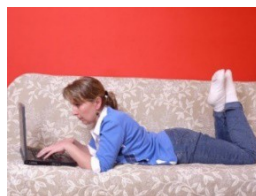


## Living Room

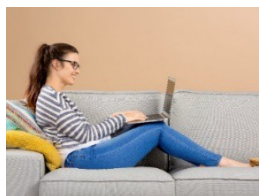
### ❌ Issue



If you are unable to find an appropriate chair you can use your couch provided it has good support and fits your body stature. Use pillows or blankets to assist with support. Sit upright on the couch, facing forward and use a TV tray or tall table so your legs can fit under the work surface.



This position is not recommended. Poor spinal posture and wrist position, contact stress on the elbows and increased demands on shoulders and neck.



This position is not recommended. Poor spinal and upper extremity posture.

## Bedroom

 Issue



Solution



Similar set up recommendations as an office if you have a desk available.

Likely your work surface will not allow for appropriate leg room (such as a dresser). Bedroom furniture (bed and dresser) is not recommended; however the room can be utilized for meetings or reading documents when prolonged keyboarding is not required.

## Your options are very limited

 Issue



Solution



Try changing positions frequently throughout the day. Take extra breaks to move around and stretch.

Place your monitor screen at the proper height and use dictating to decrease upper extremity use. Move your laptop to various locations to have meetings and read documents when prolonged keyboarding is not required.



Although this looks comfortable after prolonged use he will likely start to develop neck, shoulder, wrist, elbow and vision symptoms. He may find the pressure behind his knees uncomfortable and restricting blood flow. The glare from the windows will affect his screen and vision. He could use this chair for a change of position during meetings, provided his monitor is placed at the proper height and keyboarding is not required.

# Trouble Shooting

Issue



Solution



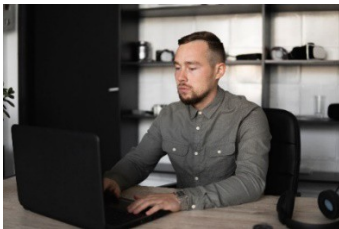
Lower the arm rests to achieve wrist neutral posture and relaxed shoulders.



Add a footrest to support your feet and allow thighs to be parallel to the floor.



Raise chair to allow your thighs to be parallel to the floor. This will cause a ripple effect: the keyboard/mouse and monitor will also need to be raised a similar distance.



Do not rest your forearms and wrists on a hard surface. Keep your keyboard and mouse in the primary zone and your upper arms should rest along side your torso. As mentioned previously use an external keyboard/mouse and raise the monitor up.

Rest wrists in your lap or on a soft surface when you are not keyboarding or mousing.



Raise your chair using the height adjustment or a secure pillow or blanket on the seat to achieve wrist neutral posture and elbows at 90 degrees. Use a footrest, books or a small, sturdy box to support feet at the proper height once the chair is raised.

**Issue**

**Solution**



Raise the keyboard/mouse and monitor using books or sturdy boxes to achieve wrist neutral posture and proper monitor height.



Lower keyboard tray and place tray in a flat position to achieve wrist neutral posture.

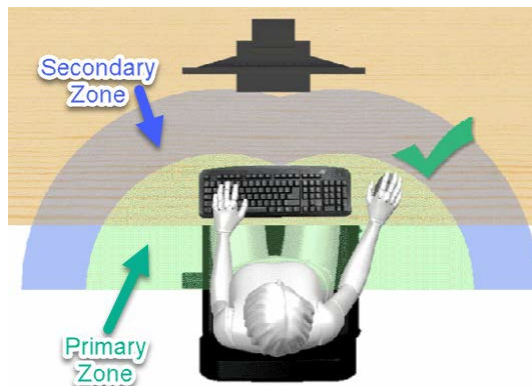


Place "G" "H" keys at midline (belly button).



Second photo: Use an external keyboard and mouse and place your monitor on risers/books to position it to the proper height.

**REACHING**



Keep items used on a frequent basis in your primary zone and those used occasionally in your secondary zone.



**PERFECT!**

## Movement Breaks

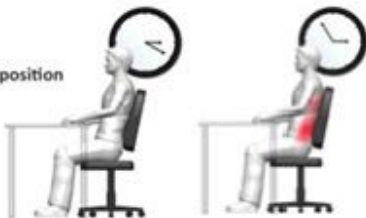
 **Issue**



**Solution**

### Static Positions

Holding one position

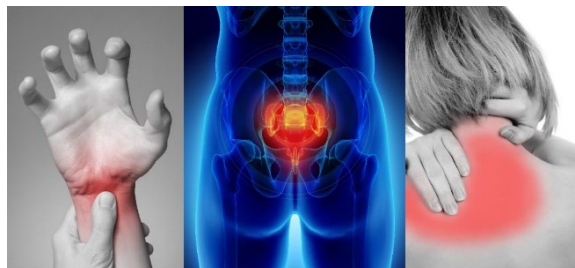


- Take a micro-break for every 30 minutes of keyboarding and mousing by resting your arms in your lap or performing movement breaks. If necessary, set a timer to remind yourself to move or change positions.
- Take a brief walk (even just a few steps away from the computer) and stretch/move your body at least once per hour.
- When using a computer for a long period, take a “visual rest break” every 20 minutes to reduce visual strain. Look at an object at least 20 feet away for 20 seconds. You can also complete eye movements (look up/down/side to side).
- Movement breaks can consist of general movements to help with blood flow as well as performing recommended exercises provided by your health care provider.
- If your workstation is not ideal you will need to take more frequent movement breaks.

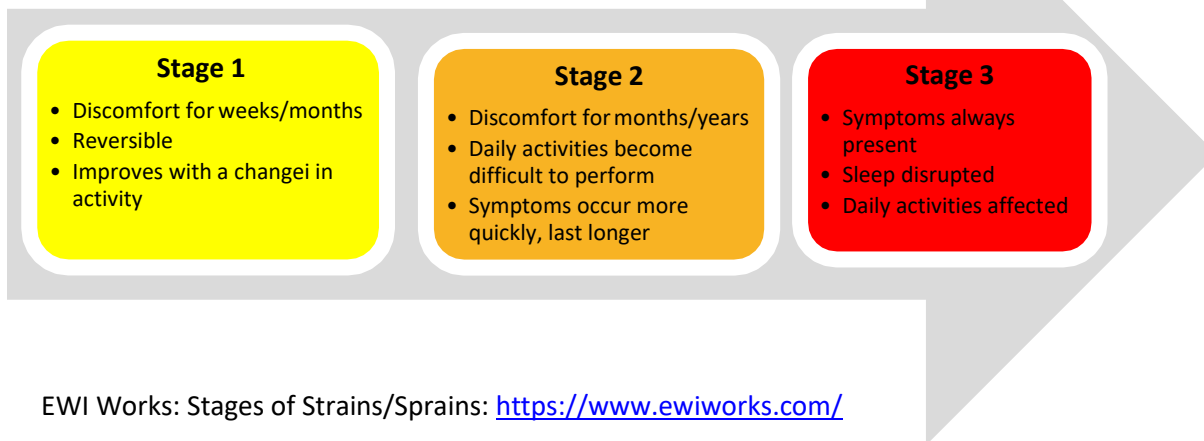
For further movement break ideas refer to the Proactive Ergonomic Program webpage – [Step 2](#).

## Signs and Symptoms of Discomfort

Early detection of signs and symptoms is extremely important to mitigate injury progression.



### Stages of Strains/Sprains



#### Further Assistance

Please refer to [Step 3](#) on the Staff Wellness - **Proactive Ergonomic Program** webpage to determine your assessment needs.