

Having the right equipment and the proper setup can prevent injuries when working from home.

Check out the helpful tips below to ensure you're working safely and efficiently.



CHAIR:

- ▶ Sit with your feet flat on the floor, and your thighs parallel to the ground. Use a footstool to achieve this if you're using a chair that's too tall.
- ▶ Select a chair that reclines in the back and offers lumbar support, if possible. You can add a pillow or cushion to any chair for additional lumbar support.
- ▶ Use arm rests to support the entire length of your forearm when doing tasks such as keyboarding.



DESK:

- ▶ Position the desk so your legs fit comfortable underneath, with your feet flat on the floor. There should be enough space to cross your legs.
- ▶ Aim to have the angle between your forearm and upper arm be 90 to 110 degrees, while your arms are resting on the desk.
- ▶ Adjust the height of the desk, or move to a new location, throughout the day to avoid fatigue and repetitive motion-related injuries.



COMPUTER:

- ▶ Place your monitor about 20 inches in front of you, or arm's length.
- ▶ Tilt the computer to an angle of 10 to 20 degrees away from you to avoid neck strain.
- ▶ Make sure the top of the screen is at or just below eye level.
- ▶ Avoid facing or sitting with your back toward windows to prevent glare.



KEYBOARD:

- ▶ Your elbows should sit comfortably at your side, not in front or behind you, when using your keyboard.
- ▶ Center the keyboard based on the letters, if it has a number pad. The letter "B" should line up with the center of your body.
- ▶ Tilt the keyboard to an angle of 15 degrees away from you to avoid wrist pain.



MOUSE:

- ▶ Select a mouse that keeps your fingers engaged, without tension or tingling.
- ▶ Consider switching your mouse to either side of your computer throughout the day to avoid repetitive motion-related injuries.