

# Home Office Ergonomics

Some reminders on how to work at home:



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| <p><b>1</b> Neck is straight and head is evenly balanced</p> <p><b>2</b> Relax shoulders so arms hang naturally and close to body</p> <p><b>3</b> Back has full contact with the backrest (sit all the way back in your chair)</p> <p><b>4</b> Rest elbows and forearms comfortably on the arms of the chair, without bearing weight</p> <p><b>5</b> Use a pillow or roll a towel to provide lumbar support</p> <p><b>6</b> Adjust the height of your chair as best possible to accommodate your working surface height</p> | <p><b>7</b> Top of monitor is at eye level or slightly lower and directly in front, so head is not turned</p> <p><b>8</b> Monitor should be at least an arm's length away</p> <p><b>9</b> Forearms should be at a 90-110-degree angle to the floor</p> <p><b>10</b> Wrists should be straight when typing, not bent up or down</p> <p><b>11</b> Thighs are parallel to the floor</p> <p><b>12</b> Feet are flat on the floor or on a footrest</p> |
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Remember, you still need to switch positions frequently—even if you're on your feet. Even just one hour each day spent standing can help maintain or renew energy levels and focus.