

ERGONOMIC TIPS FOR WORKING AT HOME

USING A LAPTOP:

- Limit continuous typing to < 2 hours, unless you are using an external keyboard, mouse, and monitor.
- Use a separate monitor if you have one. If you feel your neck is bent, keep raising your screen.
- Position your laptop so that the top line of text is at eye level. If you do not have a laptop riser - use a box or books to raise your laptop.
- Place your monitor an arms length away from you.
- Keep your shoulders and arms close to your body when typing.
- Position your monitor perpendicular to a natural light source, such as a window.
- Enlarge the font on your screen as needed. Look away from your screen every 20 minutes for 20 seconds.
- Don't sit or stand for too long – change your posture every 15-20 minutes and take regular micro-breaks.
- Incorporate some [regular stretches](#) into your day.

SITTING:

- Sit in a comfortable chair with adequate back support.
- Use pillows for comfort or positioning if needed.
- Work at a desk or table with adequate knee/foot clearance so that you can sit close to your laptop.
- Sit with your knees and elbows resting at 90° and your wrists in a comfortable neutral position.
- Use books to raise your keyboard and mouse if needed.
- Use a foot rest for additional support if your feet are not placed on the floor.



STANDING:

- Wear comfortable shoes.
- Create your own standing desk by using surfaces available in your home such as a kitchen island, book shelf, etc.
- Your elbows should rest at 90° and your wrists should be in a neutral position. If needed, use books to adjust the height of your keyboard and mouse.
- You can also use a footrest such as a box or stool to help distribute your weight and improve your posture.

MOBILE COMPUTING: SMARTPHONE/TABLET:

- If you're primarily viewing the screen (minimal typing or mousing), raise your tablet, support it on an external device and avoid sustained holding of tablet.
- If you need to type/mouse then position the tablet on a pillow on your lap, avoid sustained holding of tablet and be aware of your wrist position while typing (keep it as straight as possible)
- Whether you hold your smartphone in your dominant or non-dominant hand, most of us tend to do so with a bent wrist which causes strain in the wrist and hand. Be aware of this: vary your position, support your smartphone on your bag or your lap, alternate hands, rest it in your palm or use both hands.
- Be aware of over reliance on your thumb when texting. Vary your posture or digits involved. Use voice to text when possible.



For additional information, our [ergonomics page](#) has further resources to ensure the health and safety of all of our employees.

