

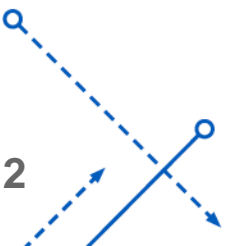
# HOME OFFICE ERGONOMICS

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Environment, Health & Safety

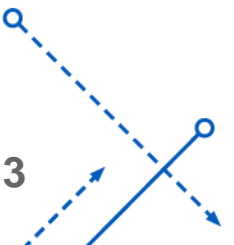
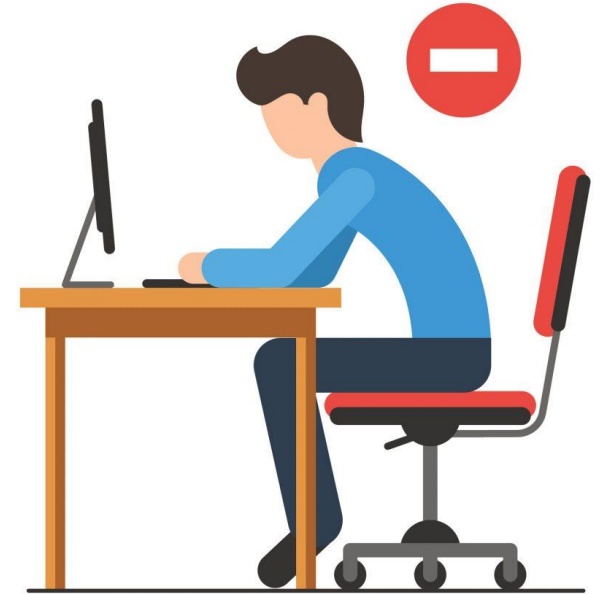
# Are you working from home?

- Some people have fully established home work stations
  - You've been working at home for a while
  - You've gone to school and done homework
  - You've done special projects at home
- Some people have done some work from home
- Some people just look at their laptops/tablets/phones for fun
- What's your story???



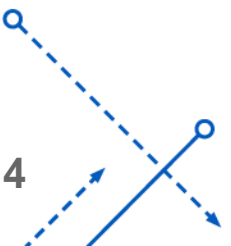
# Are you working from home?

- Basic Ergonomic Principles apply at home, too!
  - Force
  - Posture
  - Repetition
- If you shouldn't do it at work, you shouldn't do it at home!
- You can have the best ergonomic furniture and adjustments, but still hurt if you have poor posture/habits!



# Top 5 Common Ergonomic Mistakes

5. Inappropriate distance from monitor
4. Inappropriate monitor height
3. Resting legs on chair legs
2. Using a laptop as a primary computer
1. Using the “feet” on a computer keyboard



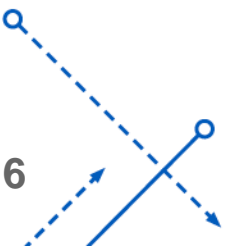
# Make your workplace special

- Use your home office if you have one
- Take an area wherever you can find in your home and make it your *office*. Where you go to work – and leave at the end of the day
- If you have to share, set ground rules about noise, music, etc.
- Minimize Distractions

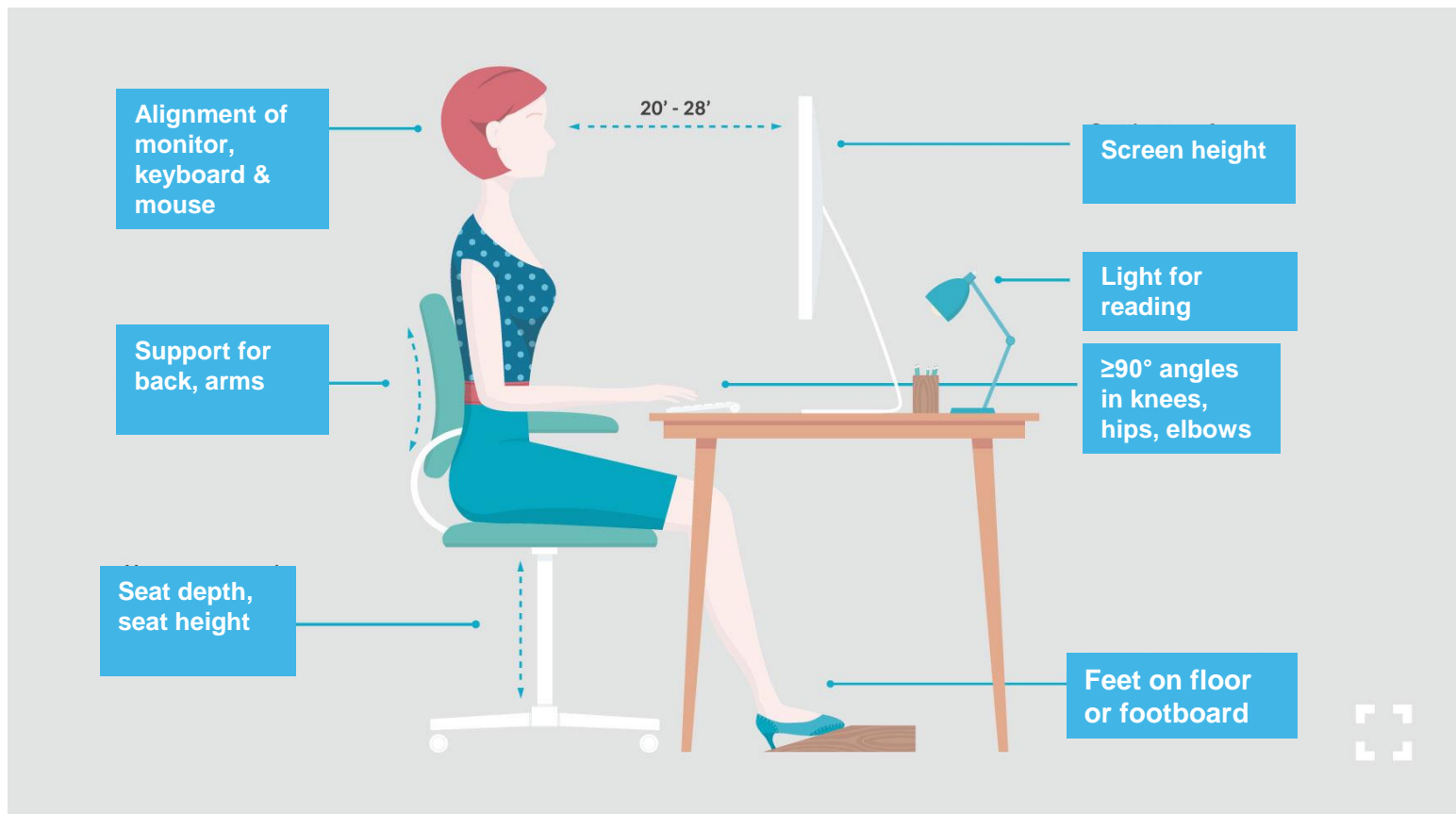


# Make your workplace special

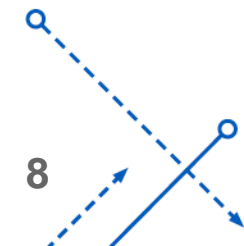
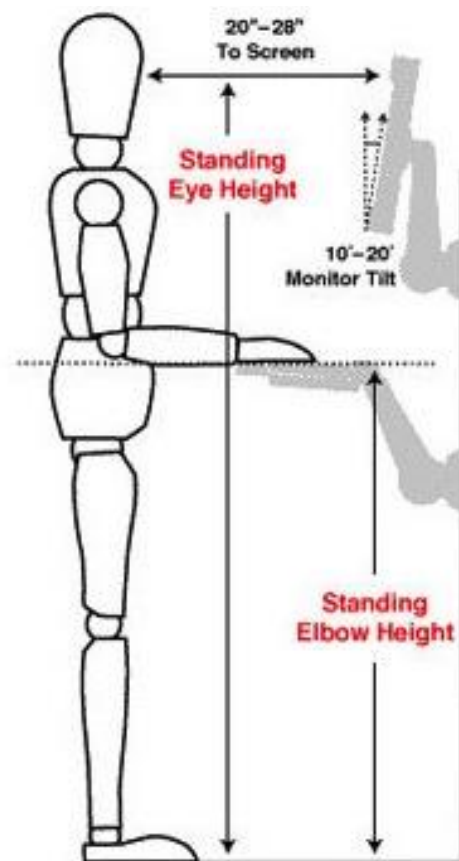
- Pets – your call!
- How far away are you from the kitchen? Good and bad points!
- Minimize glare by not sitting directly in front of or behind a window
- **KEEP REMINDING YOURSELF** to sit up straight!



# Sitting posture and tips



# Standing Posture and Tips



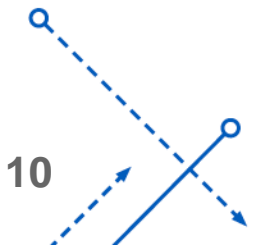
# Chair

- Use the best chair you can find in the house!
- Do not use a couch or bed for extended periods of sitting
- Avoid chairs with hard edges, or use a cushion on the seat
- No stools or exercise balls!



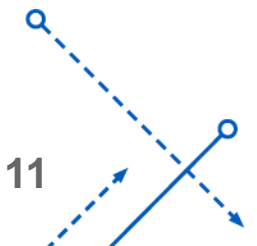
# Chair

- An adjustable chair is best
- Arms if possible
- Supportive back
- “Waterfall edge” on seat pan (seat)
- If you don’t have one and can’t get one, improvise!



## Table/Desk

- Make sure you have enough legroom to sit close to your desk/table
  - Don't put anything under the desk/table that would prevent you from stretching your legs
- Keep arms at your sides, don't extend them
- Wrists should be neutral, not bent up or down
- Everything should be directly in front of you, don't twist to see your monitor



# Work Surfaces



Almost everything on one side

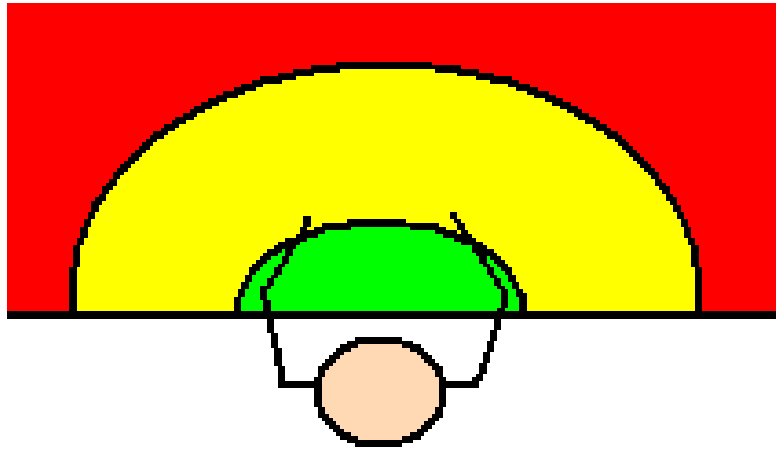
Vs.



Evenly distributed

# Desk Arrangement

Place items used most frequently closer to you



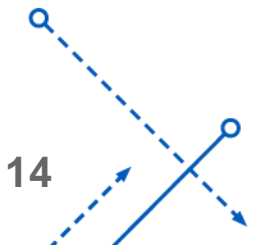
**Green:** Reach with bent elbow  
*(most frequent)*

**Yellow:** Reach with outstretched arm  
*(medium frequency)*

**Red:** Beyond arm's reach  
*(least frequent)*

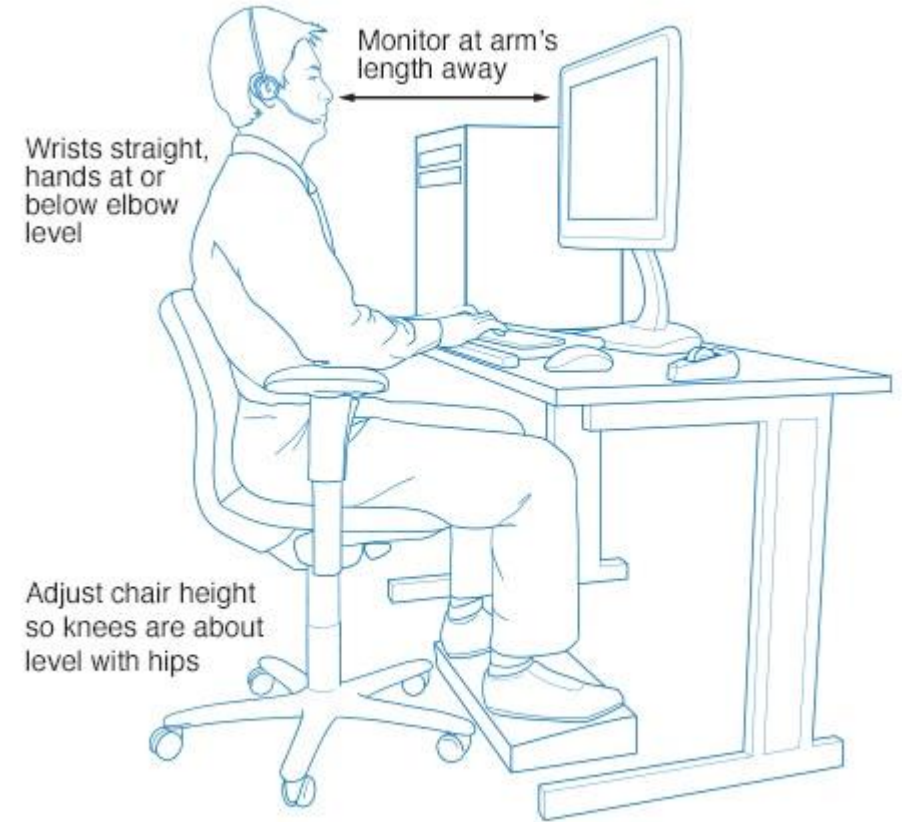
# Work Surfaces

- **Desk arrangement**
  - Minimize risk of injury by reducing amount of time spent reaching
  - Make sure you have room to write
- **Task balancing**
  - Spread ergonomic hazards over both sides of the body
  - Neither side receives all of the stress/strain
  - Similar to going to the gym and working out whole body rather than just one muscle group



## Using a desktop computer

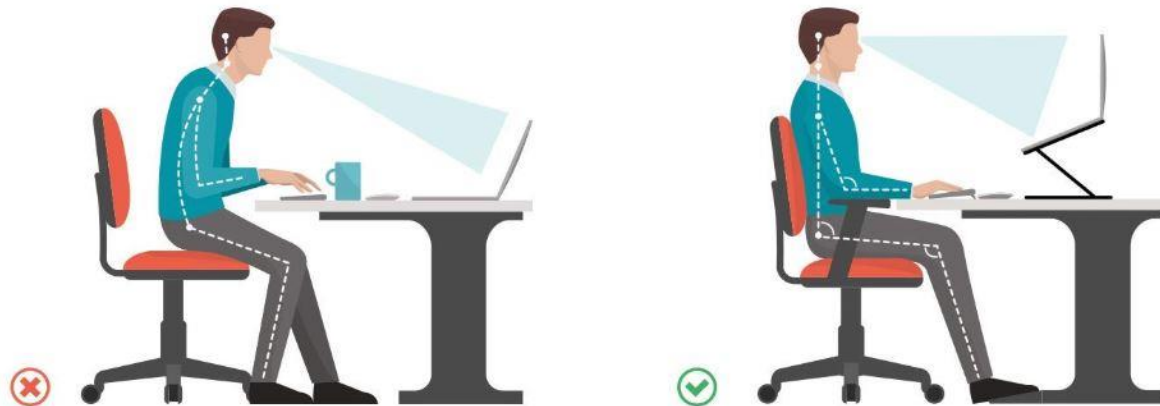
- Adjust the monitor(s) so that the top(s) of the monitor(s) are even with your eyebrows
- Keep the CPU out of your way, but close enough if you have to turn it on/off or use USB ports



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# Using your laptop/tablet

- Use your laptop as either the screen (monitor) or the keyboard, not both!
- Use your laptop as the screen and get another keyboard and mouse
- Corded or cordless
- Adjust the screen so that the top of the screen is even with the tops of your eyebrows



# Keyboards and Mice

- Lots of options
- Do not use the “feet” on the keyboard!
- Make sure the keyboard and mouse are next to each other on the desk surface
- Make sure the keyboard and mouse fit on the desk surface



# Monitor

- Eye strain can occur from staring at screen for too long or glare on the screen
- **Prevention:**
  - Monitor arm's length away
  - Enlarge text and/or change contrast as needed
  - Appropriate lighting levels
  - Location of monitor in relation to windows



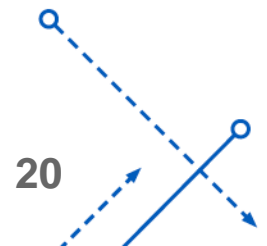
# Phone Use

- Don't trap your phone between your ear and shoulder!
- Maintain a neutral neck position
- Use speakerphone or microphone/voice activating for texting
- Use earbuds/earphones for online meetings
- Don't "hunch" your shoulders!



# Lighting

- Have enough light to read
- Minimize glare
- Position monitor/screen
- Use window coverings



# Document Holders

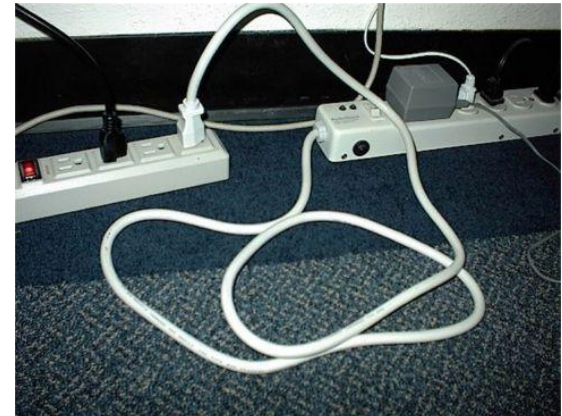
- Documents should be close to monitor
- Documents on the desk make you move your neck and refocus your eyes frequently



# Some cautions

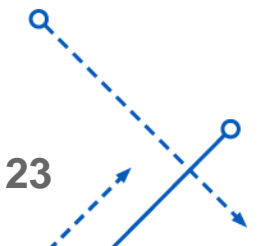
## Electrical Safety

- Make sure you have enough outlets for your devices
- Don't use "cheater plugs"
- Don't plug extension cords into surge protectors (plug and unplug devices as needed, or charge some things in different places)
- Do your pets chew cords?



# Breaks!

- Take "posture breaks", one minute for every 30 that you're sitting at the computer
- Use these to stretch, use the facilities or get a drink/snack
- Look as far away from the screen as possible to give your eyes a rest

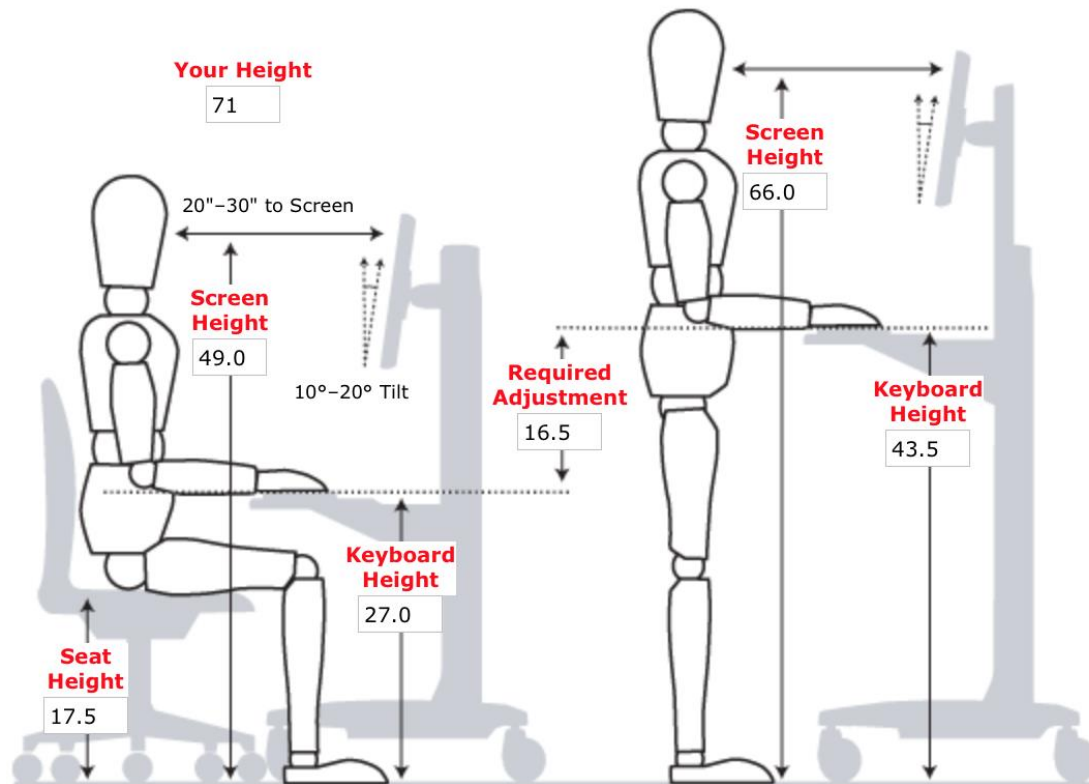


## Sitting and Standing

- There are lots of products on the market – home or work, **get the right one for you!!!**
- Heights of keyboard and monitor must be appropriate for sitting and standing
- Work into standing slowly, don't stand all day (or sit all day!)
- Sit when feet are tired, stand when back/backside are tired
  - Wear comfortable shoes!



# Sitting and Standing



- Top of monitor even with tops of eyebrows
- Neutral wrists
- Elbows at sides
- 90° angles in elbows, hips and knees
- Feet flat on the floor

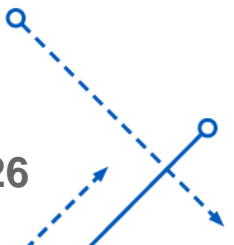
# Don't do this!!



Or  
this....



NOTE: Any of these workstations could work well, if adjusted properly.



# Don't do this....



Or  
this....



NOTE: Any of these workstations could work well, if adjusted properly.



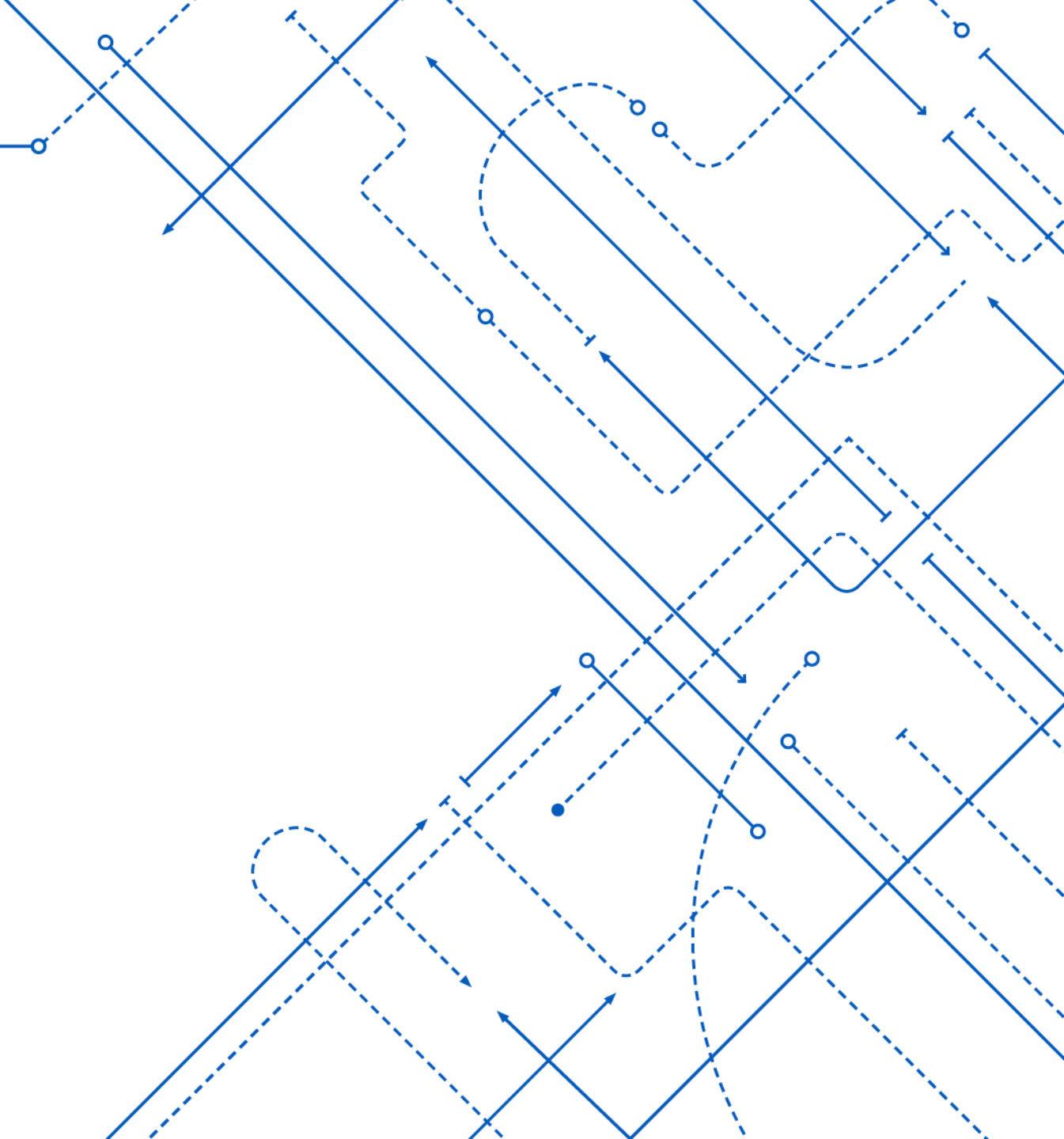
# Or even this!

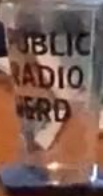
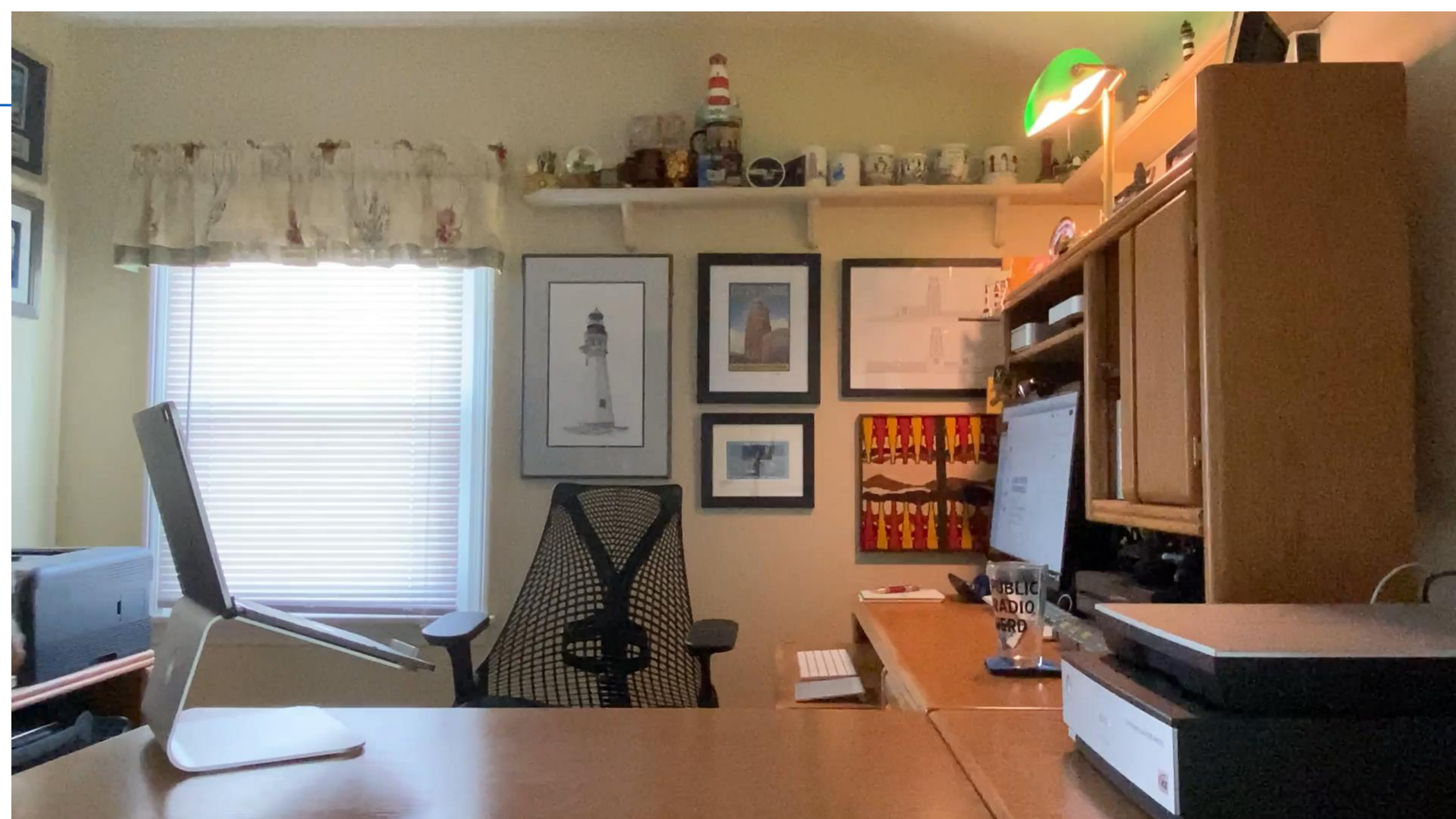


NOTE: Any of these workstations could work well, if adjusted properly.



# HACKS FOR YOUR HOME OFFICE





# Nothing's Perfect!

**Bad**

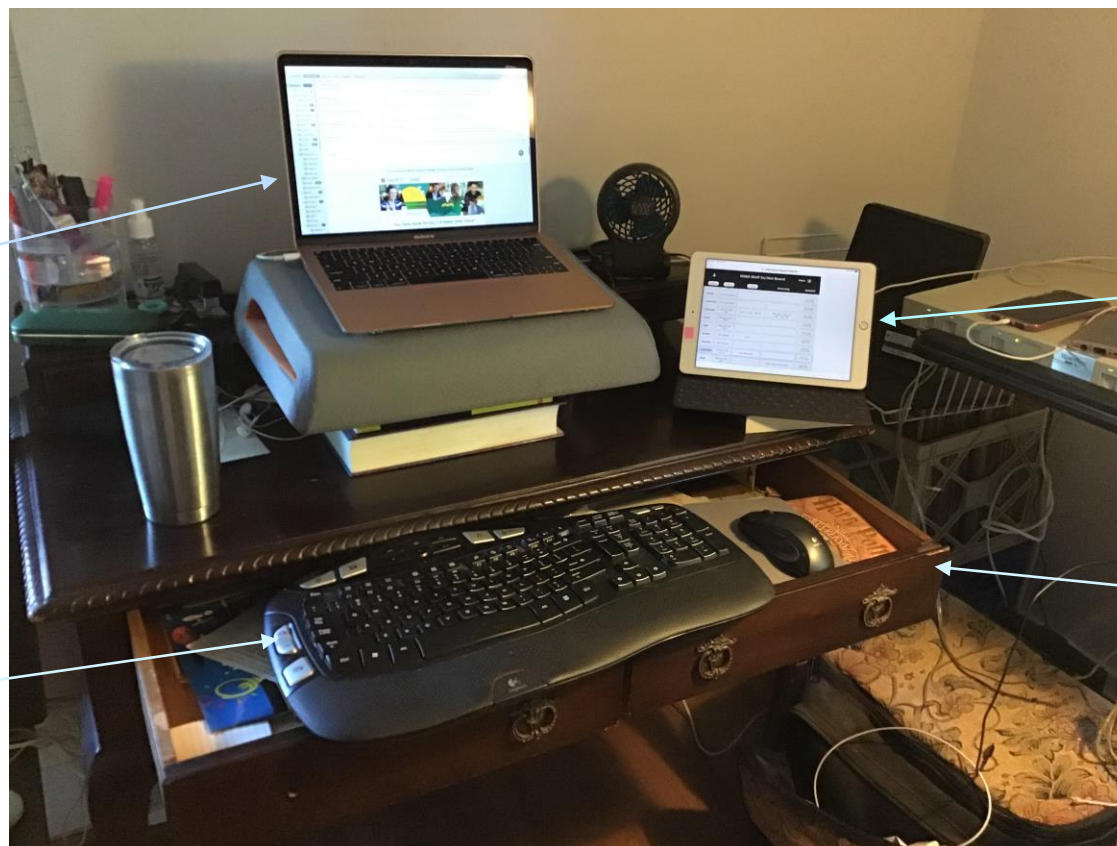


**Good** (mostly....)



# My Old Desk

Laptop propped up and used as screen



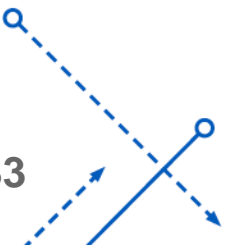
Extra screen (iPad)

Wireless keyboard and mouse

Keyboard and mouse in drawer

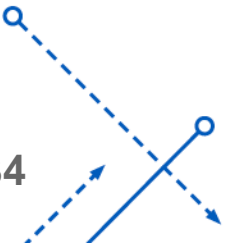
## My New Desk

- Still using books to raise screen height
- Diffused lighting
- Good chair
- Better height on desktop for keyboard & mouse



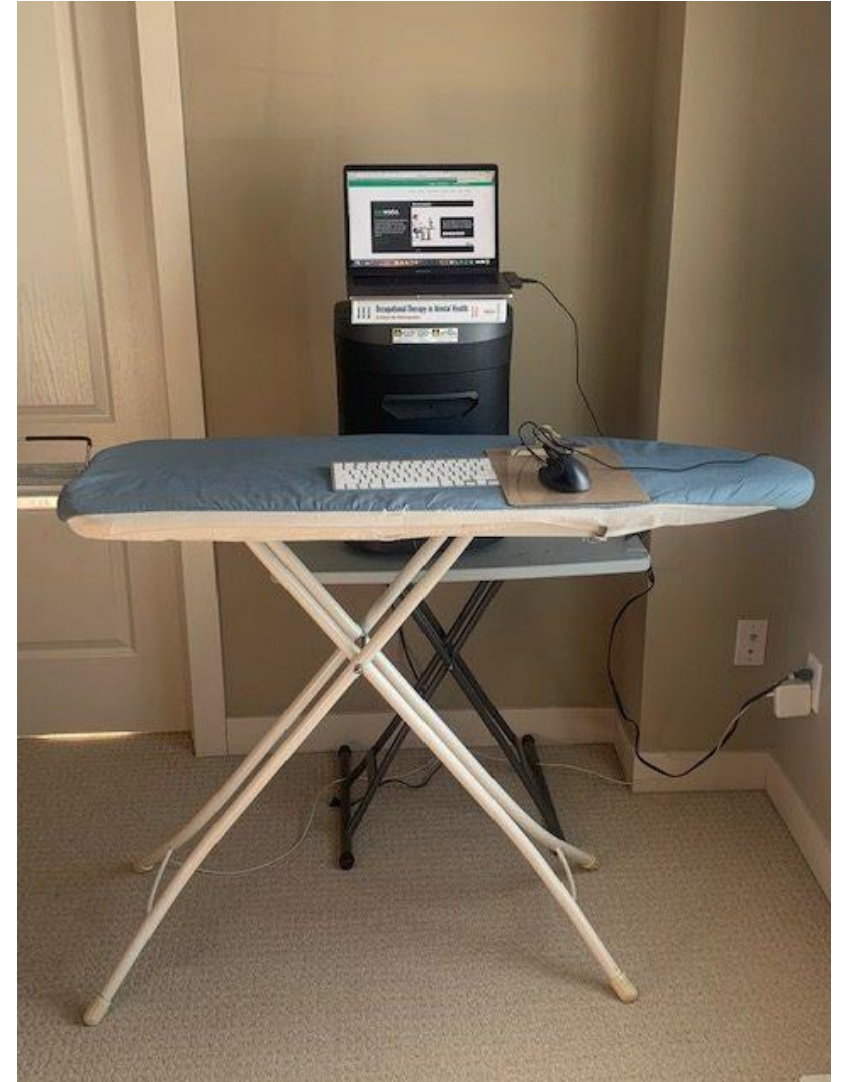
# Height adjustments

- Door wedges!
- Books/phone books
- Bed risers for desks



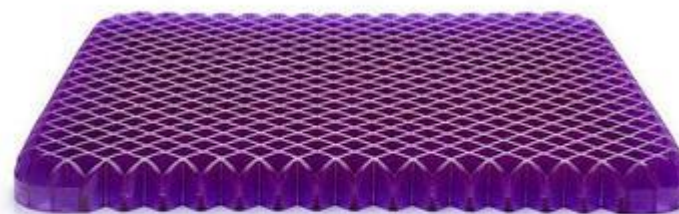
# Ironing Boards

- Standing Work Desk
- Laptop Stand
- Make sure they're stable
- Adjust to wrist height for keyboard



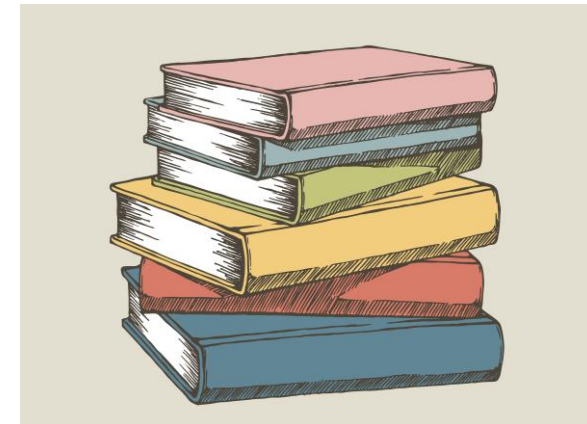
# Chairs

- Rolled towels
- Cushions
- Egg crate foam



# Footboard

- Look for the right height, keep knees even with hips
- Footboard from a store/vendor
- 3-ring notebook (weight it down so it doesn't slide)
- Books
- Boxes



# Document Holder

- Cookbook stand
- Book stand
- Clips



## Be creative!

- Use a banana board as a lap desk?
- Use binder clips to organize cords!
- Desk, file organizers
- Napkin holder/phone organizer
- Create your own break area!



# Final Words

- Furniture
- Adjustments
- Posture
- Habits!!!!!!!!!!
- Self-Awareness



## Reference, More Information

- <https://www.pcmag.com/how-to/everything-you-need-to-set-up-an-ergonomic-home-office> (Dr. Alan Hedge)
- <https://www.nyscseapartnership.org/Publications/HomeErgonomicsGuideWorking%20SafelyFromHome.pdf>
- Google....

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