



Safety Share

Ergonomic Solutions for a Temporary Home Office

Ergonomics uses thoughtful workplace design to improve comfort, health and productivity. Some small changes can make your temporary home work space more ergonomically friendly.

- Use a chair with four legs and back support. For added support, place a rolled-up towel or cushion in the small of your low back. Place a pillow or blanket on the seat for extra comfort or height.
- Use a hard flat work surface such as a desk or table that allows your shoulders to be relaxed (not slumped or elevated). Make space for feet and legs.
- Use a footstool or box as a footrest to support your feet and legs.
- Set up a standing workstation for calls and other non-computer tasks. Use a dresser, kitchen counter, high table, or ironing board and adjust working height with books, if needed. Stand for up to 30 minutes at a time.
- Sit for 20-30 minutes or less. Stand for breaks and stretch often.
- Work in a well-lit room. Adjust the settings and resolution of the screen contrast or brightness, and size of text for more comfortable viewing. Position monitor perpendicular to windows to avoid reflections and glare. Avoid working directly under a light fixture.
- Use keyboard shortcuts to reduce trackpad use and voice-to-text software to reduce typing.
- Use speakerphone, earbuds or a headset for talking on the phone.

Laptop users should also:

- Raise the laptop onto a laptop stand or stack of books for a neutral neck posture.
- Use an external keyboard and mouse for neutral arm, wrist and hand postures. If unable to use an external keyboard and mouse, set laptop on a small binder to raise the screen slightly.
- Tilt monitor backwards for greater viewing distance to reduce eye strain.



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