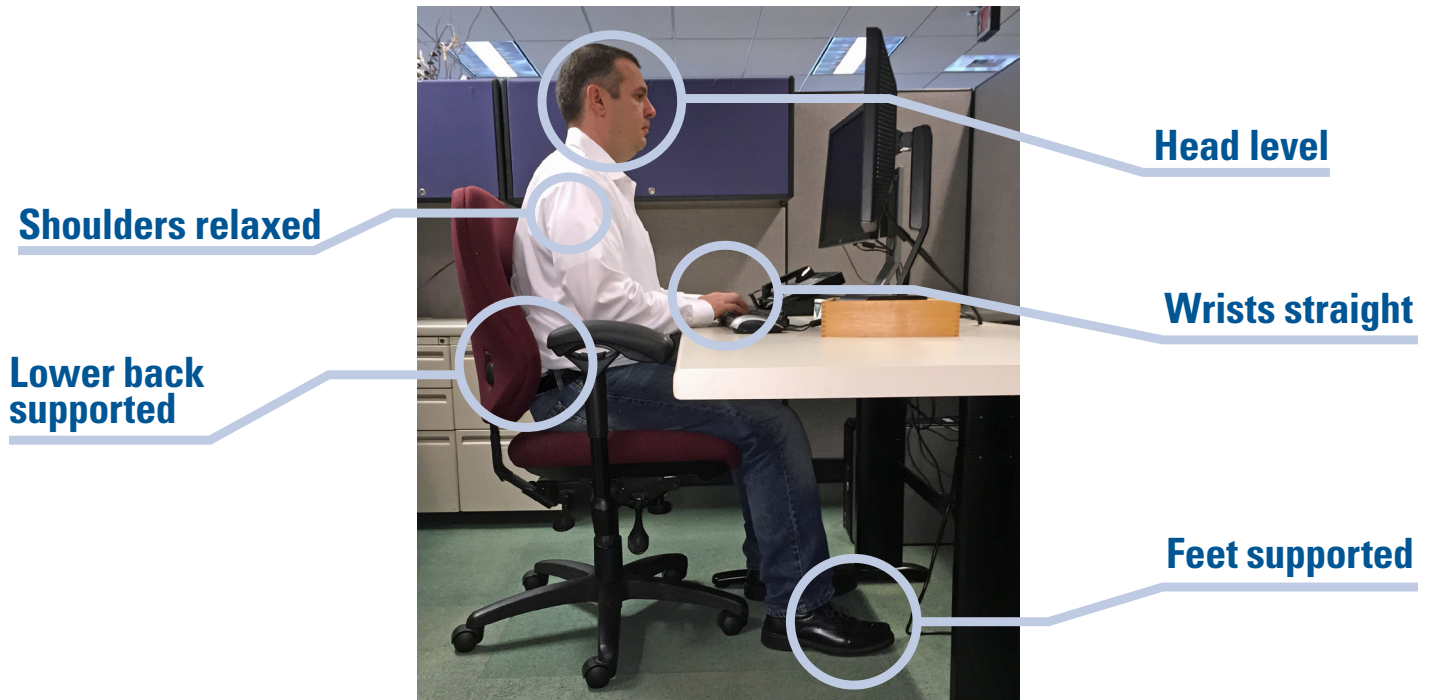
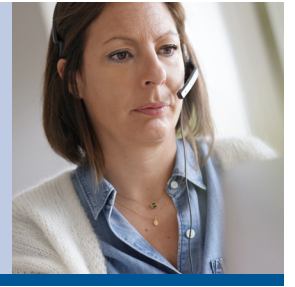


# Don't bend, don't break

*Setting up a safe and healthy workspace for teleworking*



Staying healthy and productive when working from home starts with a good set-up of your main work area. But even if you have a comfortable set-up, you should still change positions at least hourly. The advice from experts is the same whether you're working from home or the office: change positions frequently, because "your best position is your next position."

## Building a good home office set up

### Ensure your chair is comfortable and working appropriately:

- Create a standing station and change positions from time to time
- Ensure your keyboard, mouse and monitor allow your arms, wrists and neck to be at comfortable positions
  - Your head should be level, shoulders relaxed, wrists straight and lower back and feet supported

### Take care of your neck and shoulders:

- Align the monitor's center with the middle of your body
- Place your monitor where you can easily see it while using your chair's backrest (this will depend on things like monitor size, prescription glasses, etc.)
- The top of the monitor should be at eye level
- If you wear bifocals, position the monitor so you don't have to raise your chin to see clearly
- Adjust your chair or use a footrest if needed



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**Take care of hands and arms:**

- If your mouse hand or arm get uncomfortable, switch hands
- You can change your mouse settings so index finger click buttons make sense
- Look into other kinds of pointing devices

**Give yourself a break:**

- Set reminders to take breaks and move around
- Refocus your eyes on something 20 feet away every 20 minutes
- Purposely blink often

**Make your workspace work for you:**

- Ensure you have plenty of leg space, free from obstacles and hazards
- Keep frequently used tools close to you
- Remove tripping hazards
- Use a headset or speakerphone if you can
- For laptops use appropriate accessories, like separate keyboard, mouse and monitor, as much as possible

DOSH provides free consultation services at the request of employers for worksite safety and health systems, program review and workplace visits.

This document was created in March 2020 and may be subject to change.

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