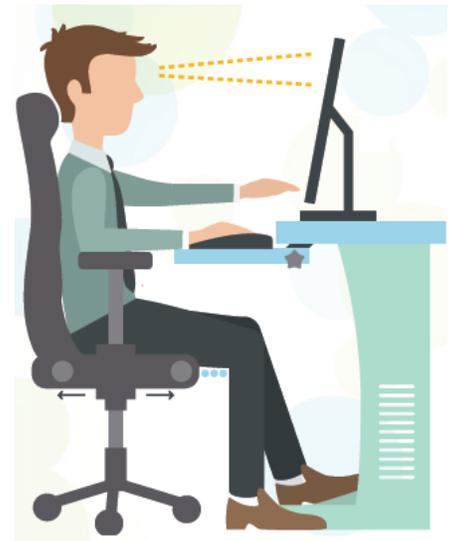## Arranging Your Home Workstation to Fit You

Now that many CEDA employees have begun working remotely, a computer workstation may look more like a laptop computer on a couch, bed, or kitchen table. As comfortable as some options may sound, using an improper workstation setup for an extended duration can cause awkward posture which can increase the risk of ergonomic related issues.

Many of us likely do not have the same workstation setup at home that is available in our typical offices. Review the simple tips below to modify your home workstation, using items you may already have in your home:

Workstation Setup/Posture Tips

When using your computer:

- **Use a good chair** if possible. If you don't have a good chair, add pillows for back/leg support. If you have an active back mechanism on your chair, change the position to support your back. If your chair has armrests, adjust them so your shoulders are relaxed.

- **Raise your chair** as most kitchen tables and desks are too high. Use a pillow as a seat cushion if needed. Support your lower back, pelvis and the natural curve of your spine.

- **Support your feet** on a large book, step stool, etc., if they don't firmly touch the ground while sitting. Your thighs should be resting horizontally with a 90° - 110° angle at the hips.

- **Raise your monitor** using books, old shoe boxes, etc. The top of the monitor should be at or slightly below eye level, shoulders relaxed with the elbows around 90°. Keep your head upright over your shoulders in a comfortable position, with your eyes looking slightly downward.

- **Keep your wrists** in a neutral (straight) posture. Keep your forearms held horizontally, elbows bent about 90° or slightly greater with your shoulders and upper arms relaxed.

Rearrange Your Home Workstation

Move documents, phone, books, pens and other work materials at your home workstation that are in the way of you not attaining a proper posture.

Pauses and Breaks

No matter how perfect the environment, prolonged static postures will inhibit blood circulation in the body.
Remember to:

- Take 1-2 minutes to stretch every 20-30 minutes.
- After each hour of work, take a break or change tasks for at least 5-10 minutes.
- Avoid eye fatigue by resting and refocusing your eyes periodically.

For stretching and conditioning exercises, refer to page 11 of CEDA's Manual Material Handling Practice.

Note: Please do not perform any stretching or conditioning exercises that may aggravate a previous health condition.

For more ways to improve your workstation, refer to the WorkSafe BC: How to Make Your Computer Workstation Fit You guide.