

## Home office ergonomics


### Risks

#### For the employees:


- disrupted concentration, frequent interruptions related to a noisy, turbulent environment;
- drop in performance;
- increased sedentary lifestyle;
- isolation;
- missing or unergonomic furniture and equipment leading to bad postures;
- vanished time markers.

### Workstation setup


#### 1. Working heights:

- with relaxed shoulders, the elbows are in alignment with the worktop (seated or standing). Unless the table is adjustable, this is achieved by setting the seat height while sitting;
-  stack up pillows if the chair's unadjustable;
- for computer work, the worktop should be 72 cm (+/- 3 cm) high when sitting and 95 to 125 cm high when standing.

#### 2. Chair:

-  a cushion or a towel, shaped and placed with a string or tape works great as a lumbar support on a kitchen chair;
- avoid working on the sofa as much as possible.


#### 3. Feet support:

- if your heels don't touch the ground, add some support;
-  use of a shoe box, a board, a rolled towel.

#### 4. Screen, keyboard and mouse:

- you will need an external screen, keyboard and mouse to guarantee an open and straight posture.

#### 5. Screen position and height:

- the screen must be placed centered in front of you at a distance of about 60-80 cm;
- screen upper edge may be set 10 cm below eye level;
-  placed upon a pile of books or leaned against a wall, a laptop can serve as an external screen (external keyboard and mouse required).

## 6. Working with paper documents:

- documents shall be placed between the screen and the keyboard;
- 💡 a binder with an inclined surface and a rubber band (or a folder over the laptop keyboard when used as an external screen) make a suitable document holder.

## 7. Postures:

- regularly switch position (sit for max. 90' then stand for at least 20'):
  - use different places at home to vary heights;
  - use phone calls to stand up and walk around;
- 💡 download a videoconference app on your mobile phone.

### Look after your health

## End of the working day:

- professional applications and folders are closed on the personal computer and/or;
- the professional computer is shut down and;
- work tools and documents are taken away.

## Hygiene:

- regularly disinfect your worktop, keyboard and mouse.

## Movement:

- regularly practice soft mobilizations, stretching, and self-massages;
- breathe deeply and pay attention to muscle tensions;
- 💡 take a “domestic duties break”.

## Tests:

- workstation:
  - [test concernant le travail sur écran](#);
  - [ergonomie des postes de travail informatisés: télétravail](#);
- physical activities:
  - [test de fitness](#);
  - [programme de fitness pour les sédentaires](#).