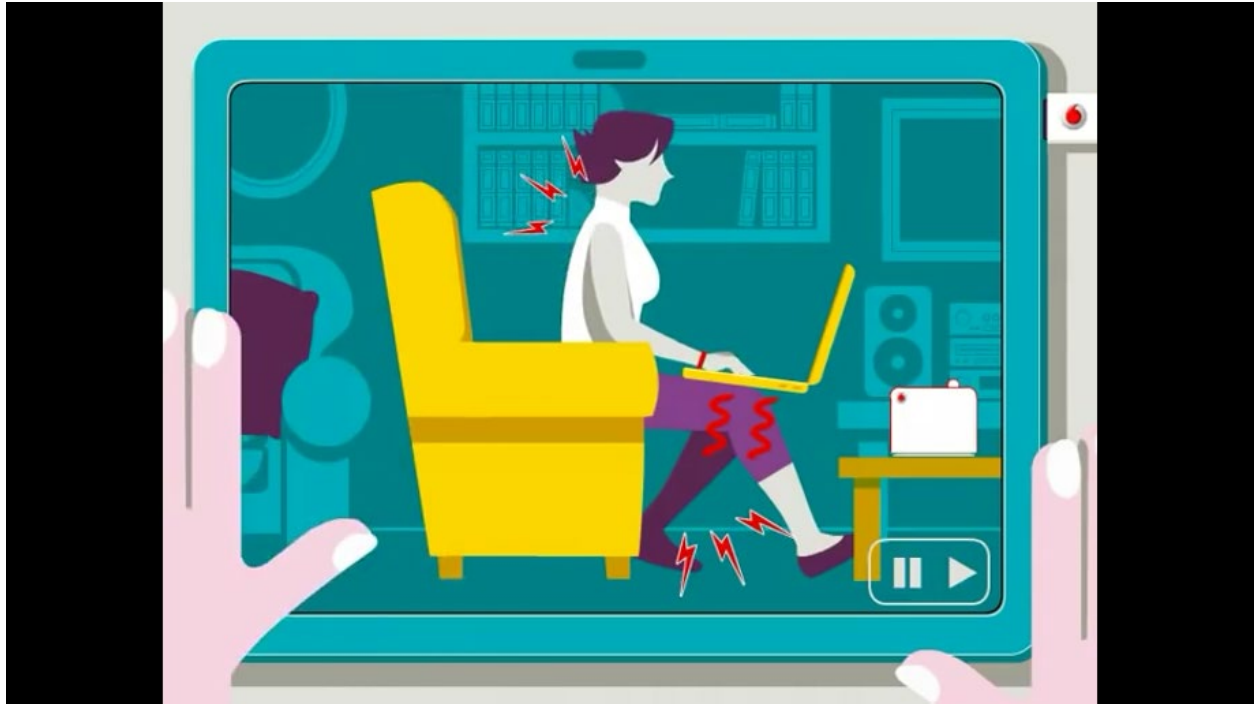


Link to video



<https://youtu.be/ZLwIP8cBaWA>

# Ergonomics for the Home Office

Ergonomics is about improving your comfort, health, and productivity with thoughtful workplace design. There are some small changes you can make if you find yourself working from home unexpectedly to transform your space into a temporary office.

## The Basics



### Monitor

- Set the top of your monitor at, or slightly below, **eye level**
- Keep your **neck straight**, instead of craning or twisting
- Position your monitor about an arm's reach away
- 20-20-20 Rule: Look 20 feet away every 20 minutes for 20 seconds



### Keyboard & Mouse

- Make sure your arms are **close to your body**, with elbows near your sides
- Use an external **keyboard and mouse**, and place them close to your body
- Keep your wrists straight by floating your hands above your keyboard when typing



### Chair

- Choose a chair with **back support** and sit so your back is fully supported, reclining slightly if possible
- Don't sit on a stool, couch, or exercise ball



### Work Surface

- Use a **hard flat surface** such as a table or desk
- Remove clutter and any drawers directly in front of your seat
- If your shoulders aren't relaxed while working, try raising your seat or lowering your workstation
- Keep your knees at 90 degrees, with **feet flat** on the floor





## Quick Fixes



Place an additional chair cushion on the seat for extra comfort or height



Use a box as a footrest to support your feet and legs



Use speakerphone or headphones with a microphone to take calls instead of holding the phone



Raise your monitor with an adjustable stand, laptop stand, or stack of books



If your monitor is too small, increase the zoom settings



If you only have a laptop, tilt the screen backwards to create more distance and use keyboard shortcuts to reduce trackpad use



Stand up and move more often if your home setup isn't ideal

## More Tips



### Movement

- **Sit** for no more than 2 hours at a time
- **Stand** for breaks, phone calls, or other non-computer tasks for up to 30 minutes at a time
- **Move** often by changing positions and walking when possible



### Productivity

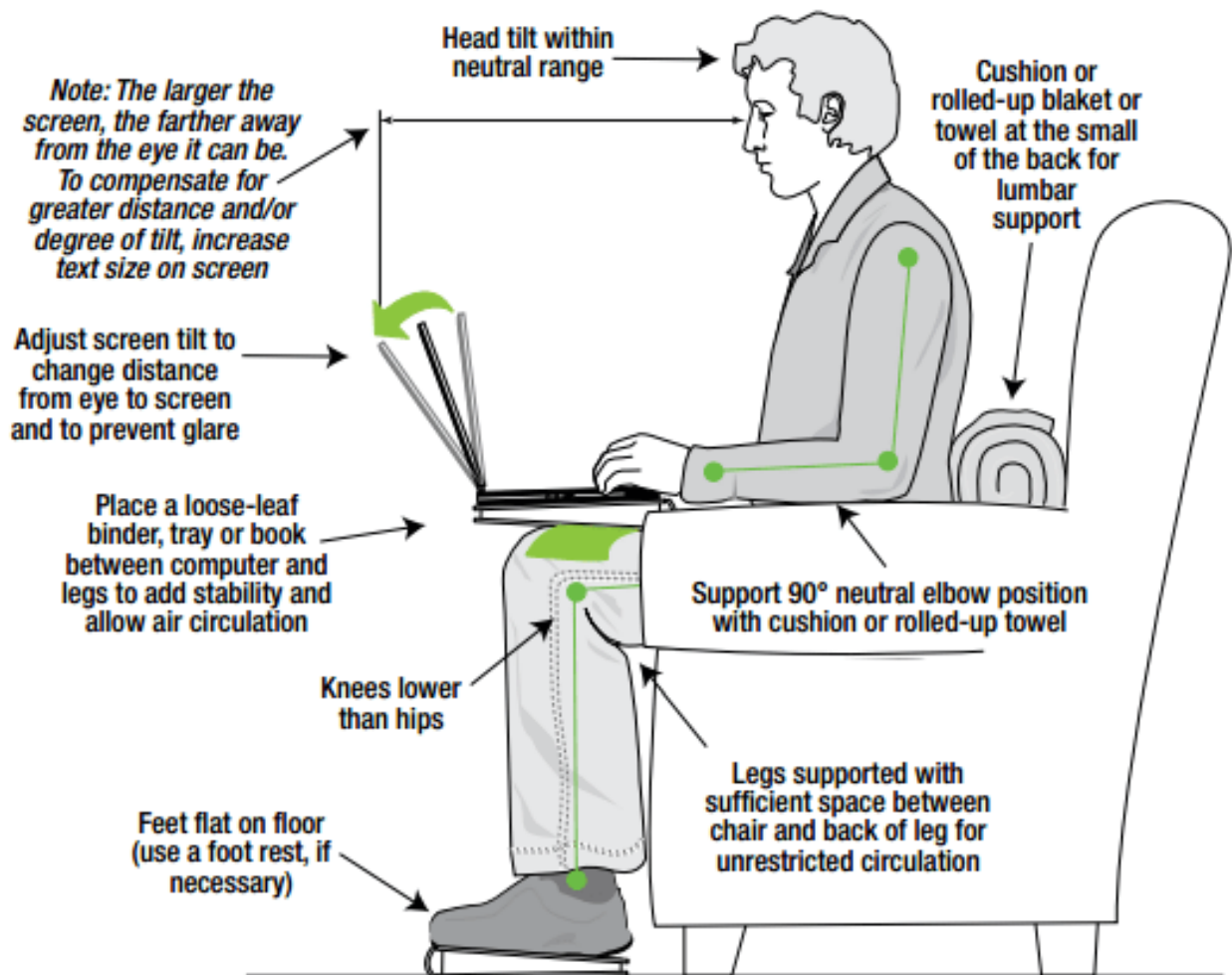
- **Routine** is still important, including getting dressed for work
- **Breaks** should be taken regularly, including a scheduled lunch
- **Engage** with coworkers through group messaging or video chats periodically



### Environment

- **Noise** can be managed with noise-canceling headphones, or by listening to unfamiliar sounds or music in the background
- **Lighting** should be bright overhead, and position your screen away from other light sources to limit glare
- **Air quality** is improved by increasing ventilation with a fan or by keeping doors open





# MOVEMENT MATTERS

## » AIM TO JUST STAND UP ONCE EVERY 15-20 MIN.

A cell phone timer can help remind you to do this or put your water bottle out of arms reach and make yourself get up to take a sip.

## » ONCE UP BOUNCE AROUND

Stretch, shake out your limbs for 20-60 seconds.

## » EACH HOUR TAKE A 3-4 MIN WALKING BREAK

Use the restroom, or get some water.

## » USE ALL AVAILABLE OPPORTUNITIES TO INCREASE YOUR MOVEMENT

Use your headset to stand up & move during conference calls, take a brisk walk during lunch... and never sit through a TV commercial!

*Invest 5 minutes for better health!*

# STANDING Stretches

✓ Use counter-balance stretches for comfort

✓ Stretch during your breaks

✓ Gentle stretches should not cause discomfort!

## Back Bends

Place your hands on your buttocks and gently bend backwards at the low back.

Perform this stretch after longer periods of sitting.



Hold stretch for no more than 5 seconds. Repeat.

## Hamstring Stretch

Place your heel in front of you - if possible, on a small step. While keeping the knee and back straight, bend forward at the hip until a stretch is felt on the back of the leg.



Hold stretch for 20 seconds. Repeat on other side.

## Leg Raises

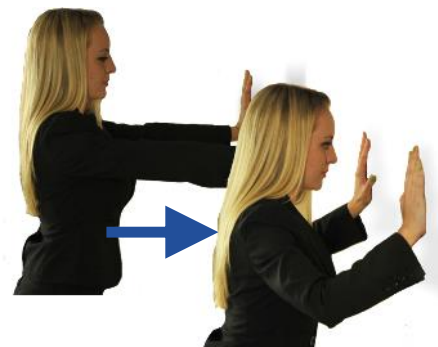
Standing on one leg using your balance or a chair or table for support, raise your opposite leg out to the front, the side, and the back.



Hold each position for 10 seconds. Repeat on other side.

## Wall Push-Up

If you have a wall nearby, stand with feet and hands shoulder width apart, lean into wall and then push away back to a standing position.



Repeat 10 times.



# SITTING or STANDING Stretches

✓ Stand up often

✓ Stretch during your breaks

✓ Gentle stretches should not cause discomfort!

## Chest Stretch

Extend your arms at your sides and squeeze your shoulder blades together. You should feel the stretch in front of your shoulders.



Hold stretch for 5 seconds. Repeat.

## Neck Stretch

Tilt your head sideways so as to bring your ear down to your shoulder until you feel a stretch on the opposite side of your neck.



Hold stretch for 20 seconds. Repeat on other side.

## Neck Rotation

Turn your head slowly to look over your shoulder. You should feel the stretch down the opposite side of your neck.



Hold stretch for 20 seconds. Repeat on other side.

## Wrist Extensor Stretch

Extend one arm out with elbow straight. Hold the hand and fingers with your opposite hand and bend your wrist downward.

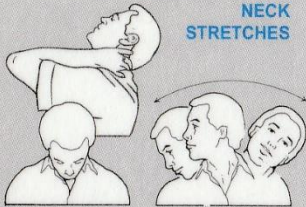


Hold stretch for 20 seconds. Repeat on other side.

# Backsafe® 3-MINUTE WORKOUT & MICROBREAKS

Stretching prepares the body for physical stress and helps relieve accumulated stress. Done often during work, these stretches will increase energy and comfort. Stretch gently, holding each stretch for two breaths. Stop stretch immediately if you feel pain.

## NECK STRETCHES



Bend head downward then place 1-2 fingers from each hand on back of neck. Pull forward/look up. Bend neck sideways toward shoulder, hold, look down, then switch sides. Slowly and fully turn head to one side then the other.

## CHIN TUCK



Slide chin and head straight backward, hold for a few seconds, repeat three times.

## CHEST AND SHOULDER STRETCH

Clasp hands with the palms together behind your back. Keep your head level and try to lift your arms away from your back. Sitting forward in the seat or standing up may help.



## SHOULDER ROLLS



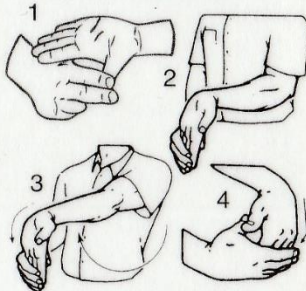
Roll shoulders backwards in three large circles.

## SIDE STRETCH

Bend knees slightly and without twisting, reach high overhead and bend to one side. Switch sides.



## HAND AND WRIST STRETCHES



**Caution:** This must be done slowly with minimal force. Hold each stretch for five seconds.

1. Palm up, pinkie against stomach — gently push thumb down.
2. Palm up with elbow at side and forearm level with ground. Hold fingers, gradually pull down and back.
3. Gently hold as you slowly straighten your arm.
4. Arm straight, turn palm down and gently pull fingers away and down. Switch hands.

## Backsafe® Code of Conduct

Keep head level while lifting  
Keep the load close  
Keep nose between your toes™

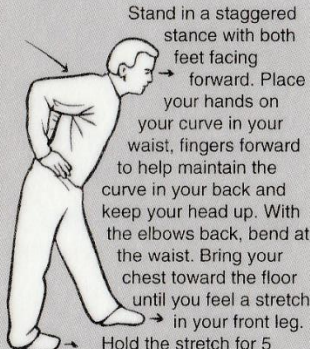
# Backsafe® 3-MINUTE WORKOUT & MICROBREAKS

## KNEE PULL



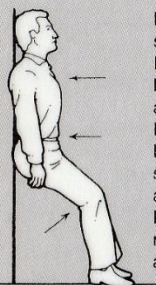
Sit upright with back supported. Hold one knee and slowly pull towards chest, then across to the middle. Switch to the other knee.

## HAMSTRING STRETCH



Stand in a staggered stance with both feet facing forward. Place your hands on your curve in your waist, fingers forward to help maintain the curve in your back and keep your head up. With the elbows back, bend at the waist. Bring your chest toward the floor until you feel a stretch in your front leg. Hold the stretch for 5 seconds. Switch leg.

## WALL SLIDE

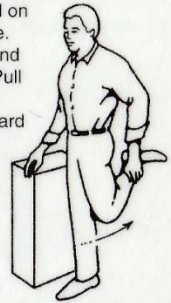


Lean against stable surface. Press or flatten lower back against surface. For strengthening, hold wall slide for as long as possible. Knees should not pass your ankles.

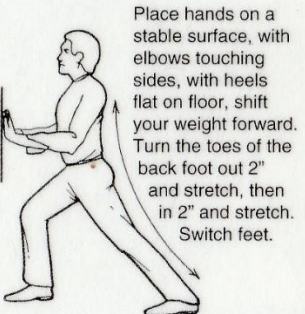
Your Injury Prevention Specialist is:

## QUAD STRETCH

Place one hand on a stable surface. Stand upright and bend one leg. Pull foot back and move hips forward with knees together. Don't arch your back. Feel stretch in front of thigh.



## RUNNER'S STRETCH

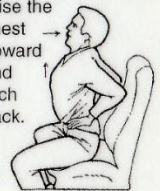


Place hands on a stable surface, with elbows touching sides, with heels flat on floor, shift your weight forward. Turn the toes of the back foot out 2" and stretch, then in 2" and stretch. Switch feet.

## BACK EXTENSIONS - Standing/Seated



After sitting for a while, place your hands on your hips, gently push downward, pull shoulders backward, raise the chest upward and arch back.



[www.backsafe.com](http://www.backsafe.com)  
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