

Working from home short term Helpful Hints

Many people already work from home some or all the time and are well set up to do so but if you are not, there is a lot you can do to work well at home and prevent discomfort.

There are many equipment options to support people working away from the office or with portable equipment, but these may not always be available if working from home is needed to be implemented quickly. There is a lot we can all do to look after ourselves in this situation.

You are likely to fall into one of these four categories



Good equipment already provided or in place

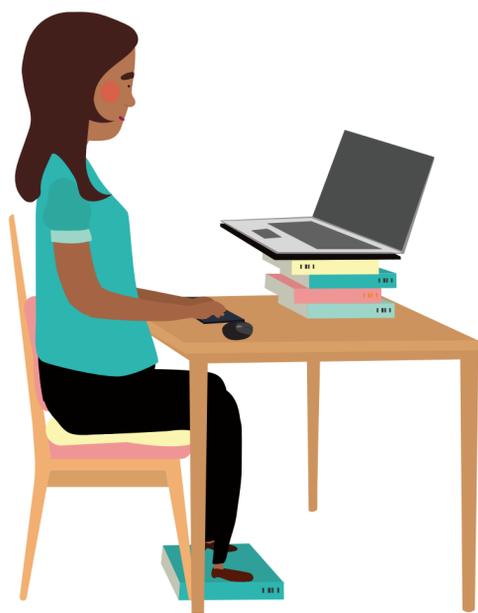
Desk, chair, screen raiser, keyboard and mouse

- ✓ Take the time to set up the equipment you have to support your position.
- ✓ Adjust your chair so your elbows are keyboard height, forearms are level and back is supported.
- ✓ Top of screen about eye level.
- ✓ Keyboard and mouse close so your arms are relaxed by your body.
- ✓ Make sure you move regularly whilst working, look away from your screen at least every 20 mins and try to get up at least every hour.

Some equipment provided

Screen raiser, keyboard and mouse

- ✓ Follow the previous advice but you will need to be creative to achieve a well supported and good seated position. Use towels, cushions, pillows or a wedge to get your seated height to the suitable level.
- ✓ If you need foot support consider using an old book, file or box.



Separate keyboard and mouse

- ✓ Follow the previous advice but you will also need to find a way of raising your laptop. A tin, plastic box, books or file can do the job but if the items are flammable please make sure you use a mat or tray between the laptop and the item.

No additional equipment

- ✓ If you only have your portable device you can still take care of yourself. Use the tips to get a better position and support from a chair, can you borrow a keyboard and mouse?
- ✓ Perform some simple exercises
- ✓ Try to move at least every 15 mins if your posture is compromised. Any concerns, you must let your manager know as soon as possible.



The worst your position is the more you must move!

No matter the situation you can look after yourself by breaking and moving regularly. Plan your day and if any tasks do not require you to be using your device, move away. Tasks like conference calls, reading documents, thinking, making notes could be done on a sofa, easy chair or even lying on the floor. We all get so used to staying in one place during the day, we do not change our habits when we can.

For further support visit posturite.co.uk and find out how we can help.