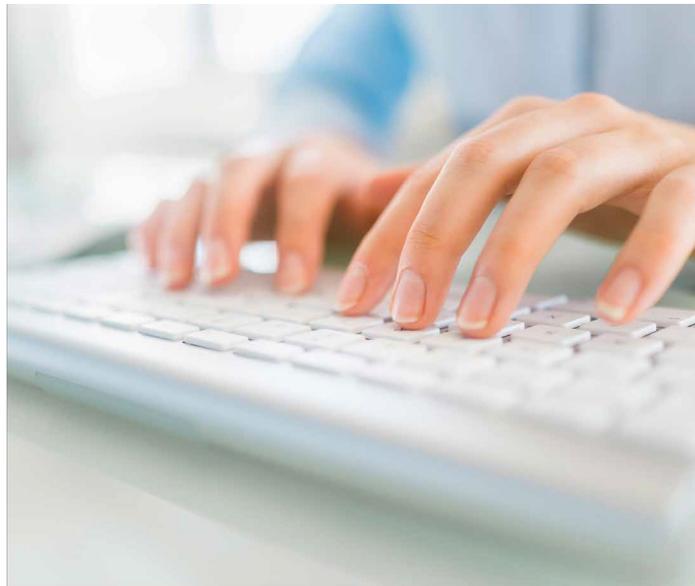




When working from home, it is just as imperative that your workstation is conducive to a happy, healthy body as your office workstation

Your workstation

- Should be clean, tidy and organized
- Keep your phone and documents accessible and within easy reach - avoid over-reaching
- Keep your water bottle nearby but not within spilling distance
- Avoid eating at your workstation
- Continue to take regular breaks throughout your 'shift'



Chair

Some people may not have a dedicated work space at home, but it is still important that where you are sitting is providing support:

- Lumbar support for the curve of your lower back
- Back rest should reach mid shoulder height
- Height of the chair adjusted so elbows are directly under shoulders, and at 90 degrees
- Forearms should sit just above the surface of your desk
- Bum in the back of the chair, with thighs fully supported
- Thighs are parallel to the floor and knees are at 90 degrees
- Feet are flat on the floor
- If you cross one leg over the other, try to minimize this, and at the very least, swap legs to avoid any pain on either side
- Should be able to straighten legs under the desk to promote blood flow

If you can't accommodate a desk chair at home, consider using a stability ball to sit on. Great to have at home for home workouts too!!

It's all about balance.



Monitor

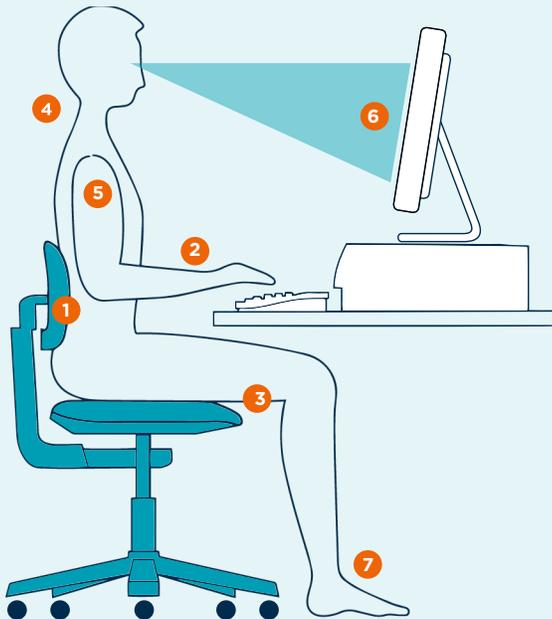
We spend so many hours looking at our monitors, ensure you are taking regular breaks looking away from your monitor:

- Position your monitor about arms length away
- Adjust monitor height so that top of screen is at eye level, You should not have to move your neck to look at your screen
- Avoid placing monitors near windows to avoid glare
- Adjust brightness and contrast of monitor if any glare

Mouse & Keyboard

When possible, use the provided keyboard and mouse plugged in to your Surface/Laptop at home. Don't forget the dongle!

- Keypads are smaller, and therefore your fingers are positioned closer together and shoulders become rounded in this position
- Raise your device to be as close as possible to eye height
- Wrist should be straight and flat, not bent in any direction
- Rest your hand lightly & type gently
- Wrists are elevated and in a neutral position



What is the correct sitting position?

1. **Spine** adjust backrest height and tilt to fit the small of the back.
2. **Seat height** adjust seat height so that the keyboard is at, or slightly lower than the elbow. The shoulders are relaxed and elbows at 90 degrees.
3. **Legs** hips at 90 degrees and feet supported on floor or footrest.
4. **Neck** head upright, neck relaxed, with the top of the screen at eye level.
5. **Arms** elbows close to the body, forearms horizontal, wrists neutral and relaxed (do not stretch for mouse)
6. **Eyes** monitor should be approx arm's length from your sitting position
7. **Feet** should be resting flat on the ground.

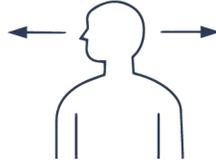
Quick Tips:

1. Move/change posture regularly (every 30 minutes).
2. Sit upright – don't slouch or sit twisted!
3. Stretch regularly.

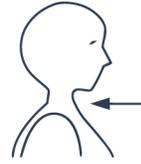
NECK



Ear to shoulder

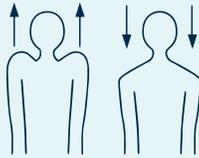


Look over each shoulder



Tuck chin without moving shoulders or upper body, then relax

SHOULDERS



Shrug

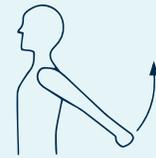
Relax



Circle shoulders backwards



Stretch



Stretch

ARMS



Turn wrists clockwise & anticlockwise



Stretch wrists up



Stretch fingers out

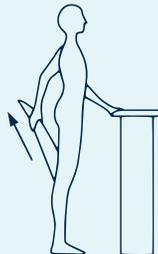


Stretch wrists down

BACK & LEGS



Gently arch backwards then stretch upwards



Stretch



Stretch



Turn each foot clockwise & anti-clockwise

Exercise every hour

- Improve your flexibility
- Improve circulation
- Promote good posture
- Reduce muscle tension and fatigue.

How?

- Change your postures regularly
- Take slow, deep breaths
- Use slow, controlled movements
- Move until you feel a firm stretch BUT not to the point of discomfort or pain. Do each exercise about 10 times
- Hold each stretch for about 10 seconds.