

EnableWorks Guide to Setting Up Your Home Workstation



Chair

Height – Sit a little back from desk, drop arms by sides and relax shoulders; forearms forward at 90 degrees (keep shoulders & upper arms still). Adjust chair height so that fingers just clear keyboard.

Backrest height – adjust height so that the curve of the lower back is supported.

Backrest recline – adjust according to preferred working position.

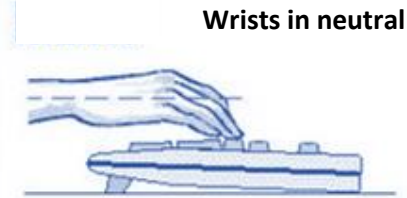
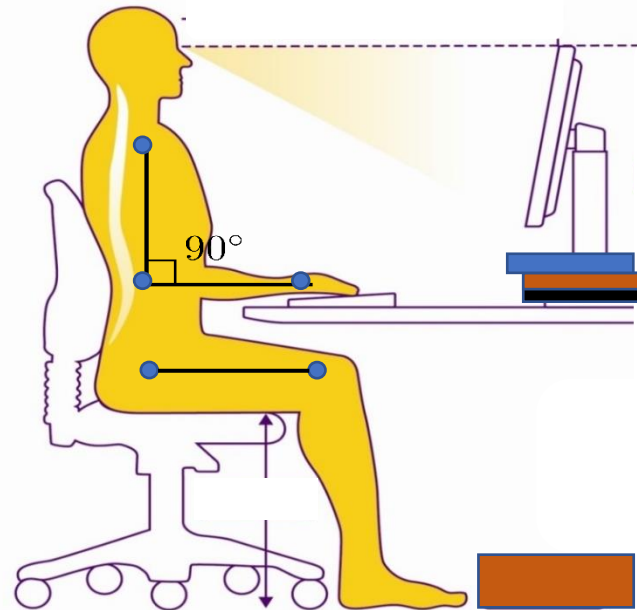
Legs – Are knees and hips level? If not, use a footrest or a box to raise knees to align with hips

Keyboard, mouse, accessories

• **Keyboard** – close reach; elbows at side

• **Mouse** – immediately beside keyboard

• **Phone** – within easy reach; use speaker especially when talking & keying



Consider separating monitor from keyboard and mouse if using laptop

Screens

Height – Adjust so eyes are about level with the top of the screen.

Position-

- Centre Primary screen.
- Angle & raise 2nd screen to similar height of primary screen for easy viewing of outer edges of screen.
- Raise laptop on books if keyboard or screen is separate

Distance – Approx. Arm's length; read screen comfortably without craning your neck!

General Hints *If you develop pain from working, our occupational therapists are here to help - Email info@enableworks.co.nz for details*

Work in a neutral, comfortable posture

Vary your posture regularly

Avoid tense waiting postures (*hands*)

Avoid continuous keying stretch frequently, micropause (*rest hands*)

Break up your tasks

Go for walk at lunch time
Breathe!

Report any pain/discomfort to your manager