

Setting up your workstation at home.

Protect yourself at home, like you do at work, by ensuring your workstation is set up correctly for your requirements.

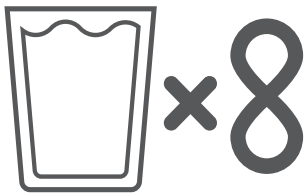
1. Raise/lower your seat so that the desk height is at elbow level. Your feet should be flat on the floor or on a footrest, and thighs horizontal.
2. Position the backrest on your chair so the lumbar support fits in to the curve of your lower back. The backrest should be positioned so you are sitting upright.
3. Position your computer monitor so it is directly in front of you, approximately an arm's length away. The top of the screen should be level with, or slightly lower than, your eyes when you are sitting upright.
4. Position your keyboard directly in front of you as close to the front edge of the desk as is comfortable. Place your mouse directly beside your keyboard on your preferred side.
5. Place frequently used items in easy to reach locations on your desk so you do not need to overreach to get or use them.





Vision break.

- Take a vision break for 2 minutes for every 30 minutes of screen time.
- Try this simple exercise: Focus on an object about 3 metres away (eg, a painting, window or vase) for at least 20 seconds.
- In addition, if possible, complete a non-computer based task for a minute or two; e.g. filing, photocopying, making a phone call.



Stay hydrated.

- Start and end your day with a glass of water.
- Keep a water bottle on your workstation.
- Set up an alarm for every hour as a reminder to have a drink.

Stretch break.

Take frequent stretch breaks throughout your workday. Aim for a 2 minute stretch and movement break for every 30 minutes of keyboard work.



1. Back



2. Shoulders



3. Hamstring



4. Wrists

- 1. Back** - Standing tall, support the lumbar spine with both hands. Arch back gently, keeping as tall as you can. Lift your chest to the sky. Hold for 5 deep breaths.
- 2. Shoulders** - Shrug your shoulders and draw them backwards, down and then forwards through a full circle. Repeat 5 circles backwards and 5 forwards.
- 3. Hamstrings** - Standing; extend one leg forward and bend the opposite leg. Place both hands on the bent knee. Bend your trunk at the hips over the leg until you feel a stretch. Keep your pelvis straight, not twisted.
- 4. Wrists** - Bring hands together in front of your chest. Keep palms together and lower hands. Feel a stretch in the forearms. Hold for 30 seconds.



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Reference: Swinburne University 2009, Mayo Clinic, Australian Government: Officewise - A guide to health and safety in the office (2008)

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