

## Working from home short term Helpful Hints

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

There are many equipment options to support people working away from the office, 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, adjustable office chair, screen raiser or laptop stand, separate 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 minutes and try to get up at least every hour.

### Some equipment provided

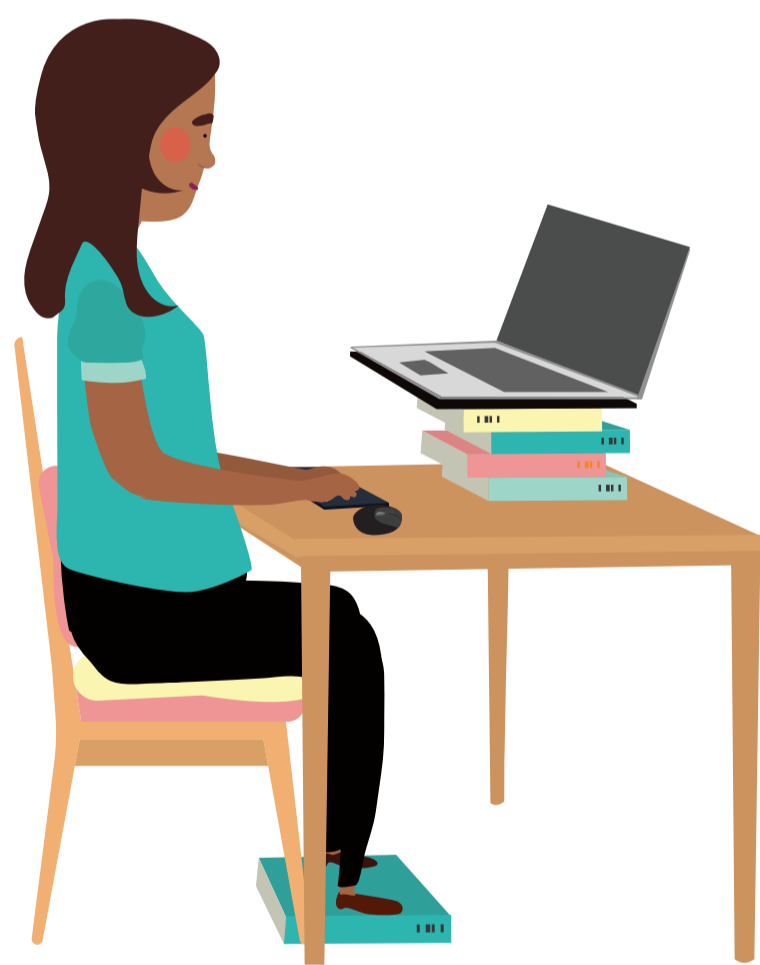
Screen raiser or laptop stand, separate keyboard and mouse

- ✓ Follow the above advice and...
- ✓ 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.
- ✓ Make sure your back is supported with a cushion.
- ✓ If you need foot support consider using an old book, file or box as a footrest.



### Separate keyboard and mouse only

- ✓ Follow the above advice and...
- ✓ 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 above 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 minutes if your posture is compromised.
- ✓ Any concerns, you must let your manager know as soon as possible.



### The worse your position is, the more you must move!

No matter the situation, you can look after yourself by regularly moving and taking breaks.

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](http://posturite.co.uk) and find out how we can help.