



Working from home – quick fixes

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What will be covered?

- Why good set up important
- Workstation set up basics
- Common problems and what you can do to improve
- The importance of movement

Why is good posture and set up so important?



Neck Ache and
Shoulder Pain



Hand, Wrist and
Elbow Pain



Back Pain



Eye Strain, Headaches,
Tiredness

Ouch if done too long!



Standard workstation posture/set up



Chair key points

Provides suitable position

- Forearms level with the desk
- Hips above knees

Provides back support

- supporting the curves of your back and taking some of the load

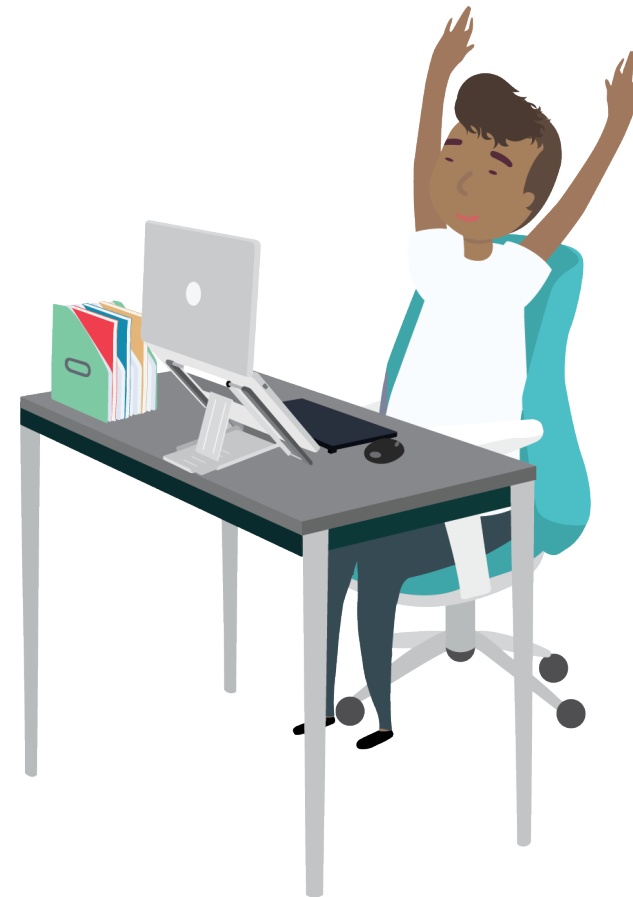
Screen position

Aim:

- To be able to read the information
- Encourage good position

Usually achieved by:

- Centrally positioned
- Approximately arms' length away
- Top of display at eye height, tipped slightly bottom closer than the top



Input Devices

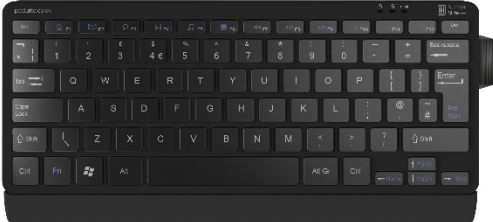
Aim:

- to enable efficient communication with device
- encourage a suitable position

Achieved by:

- suitable device
- positioned so arms are relaxed by the body
- wrist and hand in neutral relaxed postures

Selection of support equipment



Common problems encountered

Poor basic set up

- Short term comfort is often not a predictor of long term health!

- No adjustable chair
- Screen low as laptop or surface
- No mouse or keyboard
- Poor foot support
- Lack of movement

Common problems encountered

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You can use cushions or pillows to raise you to the right height.

Or use a wedge

Use cushions or rolled up towel to support your lower back

Common problems encountered

Poor basic set up - Short term comfort is often not a predictor of long term health!

- No adjustable chair

Screen low as laptop or surface

- No mouse or keyboard
- Poor foot support
- Lack of movement

Raise the screen so the top is eye level using:

Laptop or surface raiser

Plastic box

Pile of books with tray on top

Common problems encountered

Poor basic set up - Short term comfort is often not a predictor of long term health!

- No adjustable chair
- Screen low as laptop or surface

No mouse or keyboard

- Poor foot support
- Lack of movement

Buy, borrow a keyboard and mouse;
does not need to be fancy.

If you can't get one you will need to
take more care about rotating your
tasks and taking small breaks

Common problems encountered

Poor basic set up - Short term comfort is often not a predictor of long term health!

- No adjustable chair
- Screen low as laptop or surface
- No mouse or keyboard
- **Poor foot support**
- Lack of movement

Use an old large book, ream of paper, plastic box or tin.

Common problems encountered

- **Poor basic set up - Short term comfort is often not a predictor of long term health!**
- No adjustable chair
- Screen low as laptop or surface
- No mouse or keyboard
- Poor foot support
- **Lack of movement**

This is your responsibility.

The worse your position the more you must move to keep yourself healthy and productive

Moving really works !

Household helps!



Holding a position

- Holding postures exert forces on muscles and tendons, which contributes to fatigue.
- This occurs because not moving causes tension within the muscles reducing blood flow that brings nutrients and oxygen to the muscles and to carries away the waste products.

Static posture → Fatigued muscles → Injury → Pain

Task considerations

Take a moment to think about your work

- Do you take calls
- Write notes
- Read
- Think

Maybe these can be done away from your computer?



Old school working from home?



What to check if you have back discomfort

- Check your sitting height are your elbows about keyboard height with your forearms level
- Check your feet supported
- Make sure your back is supported
- Make sure your are NOT leaning forwards
- Taking suitable breaks and move frequently



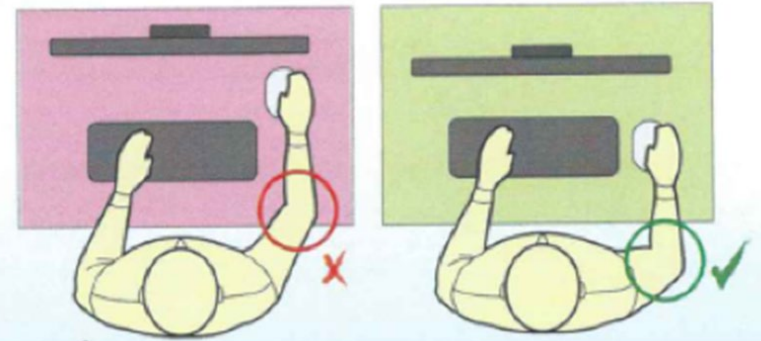
What to check if you experience neck discomfort

- Screen position – is it too far away or to one side?
- Screen height- is it too low/ high?
- Is glare or reflection causing poor postures
- Are you leaning or reaching forwards
- Are you taking suitable breaks and changes of activity throughout the day?



Things to check if you have upper limb pain

- Forearm and wrist position; should be level and neutral
- Hands relaxed
- Shoulder position; are your upper arms relaxed by your side?
- Are you symmetrical and supported
- Check for repetitive/awkward movements?
- Sufficient breaks/movement



Things to check if eye discomfort

- Check that your screens are at a suitable, height and distance and angled with no reflections.
- Look into the distance regularly to vary range of focus about every 20 mins.
- Is your lighting suitable?
- At break times rest your eyes

Key messages

It's not all about equipment there is so much we can do – lets be inventive and responsible

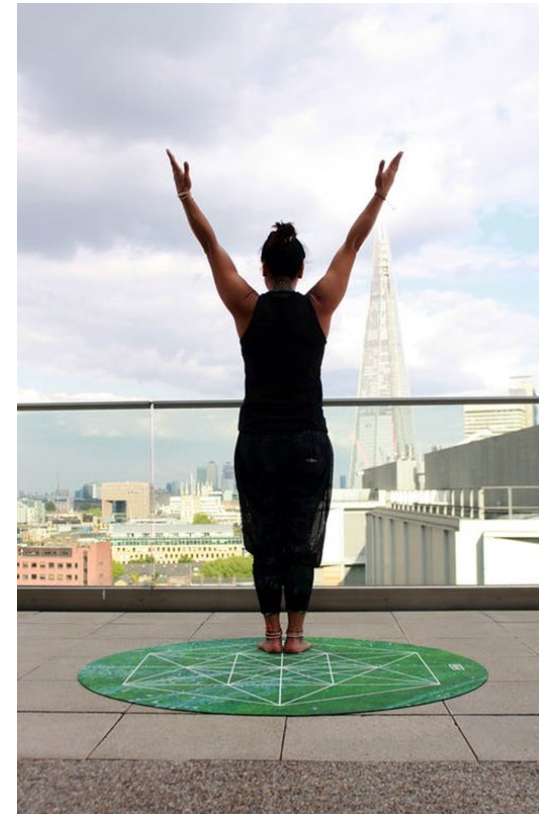


Breaks and activity

No matter how good the set-up, we need to move

Breaks/changes of activity are vital:

- To encourage movement and reduce static posture and fatigue
- To rest the eyes
- To assist in stress control



How long should we aim work for in each situation?

Good DSE Setup:

Movement and eye breaks every 20mins; bottom off seat at least each hour

Compromised Laptop/Tablet set up:

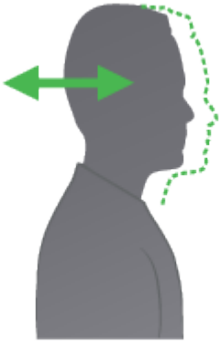
Break away every 15mins

Mobile Device (low input):

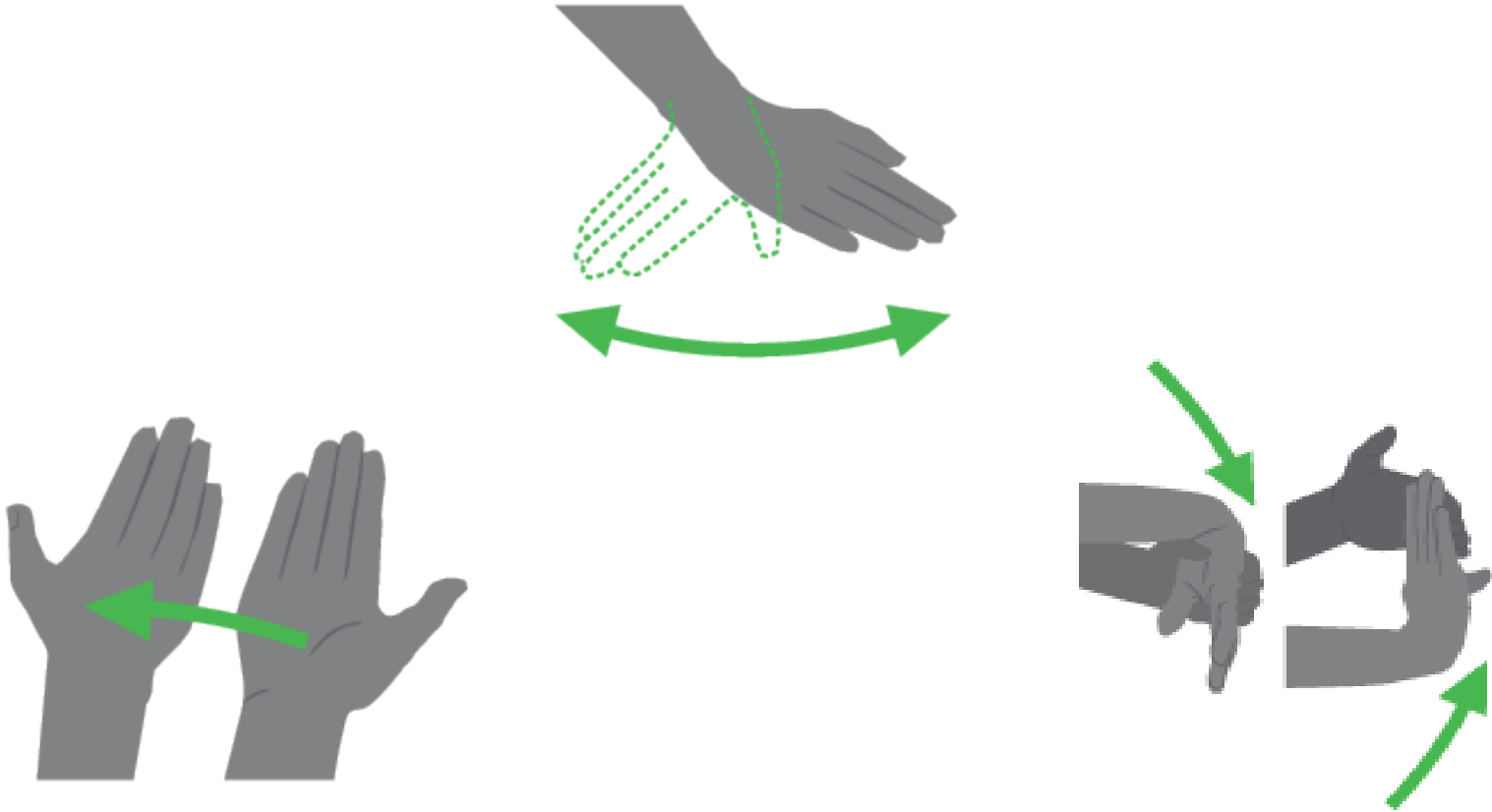
Swap and move the hands, shoulders, and neck at least every 5 mins; break from work at least every 15 mins.



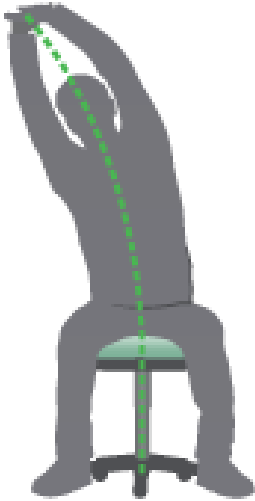
Desk Exercises – Neck and Shoulders



Desk Exercises – Fingers, Wrists and Forearms



Desk Exercises – Back



Summary

- Consider what you need to do and choose the right place
- Set up the best you can
- Move – the worse the position the more you must move
- Be creative enjoy the advantages
- Any concerns – raise them as soon as possible





Any Questions?

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