

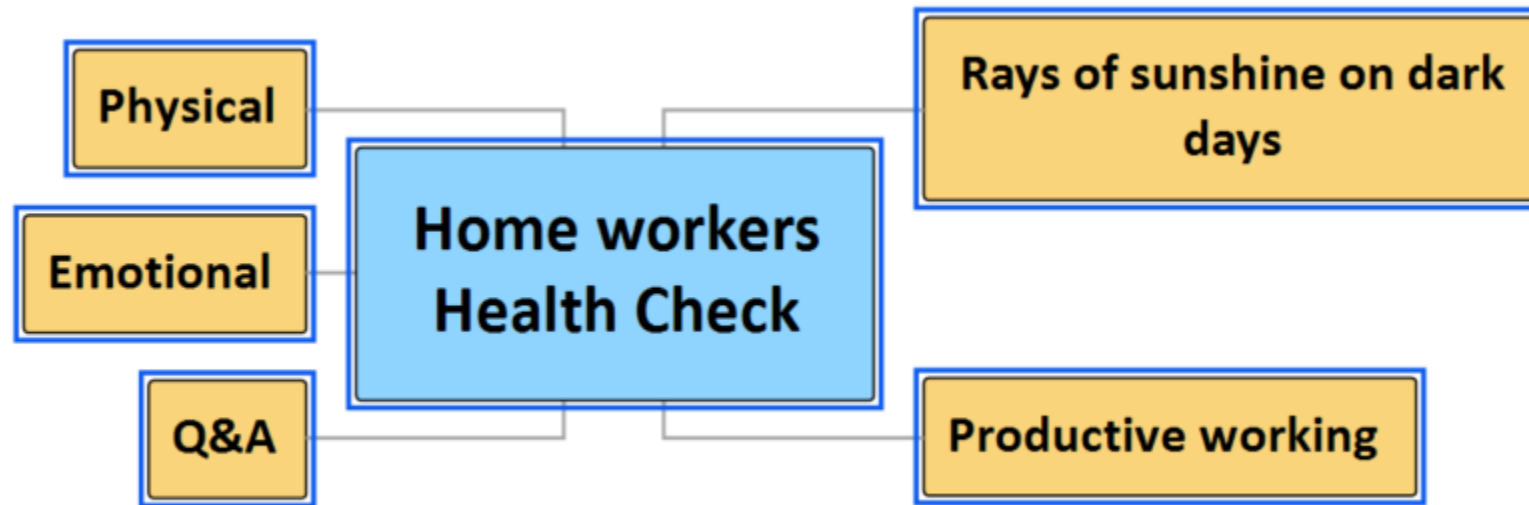


Working from home - a health check

Presented by Katharine Metters

CMIOSH MCSP C.ErgHF MCIEHF

What will be covered?



Physical, check your set up



Chair key points

The chair should enable

- Forearms level with the desk
- Hips level or above knees
- Support the back and thus some of the load

NB

Cushions/ towels can help achieving suitable height and back support

A box/book can provide foot support

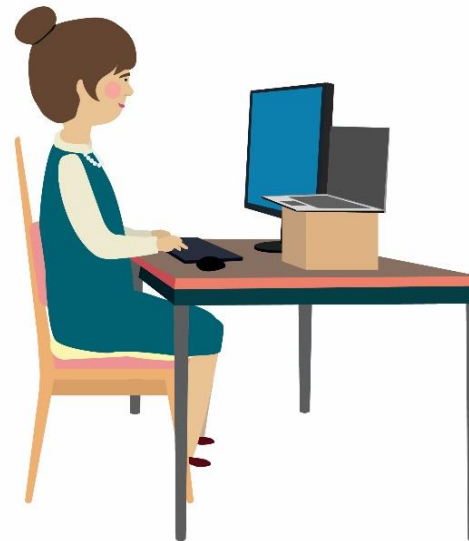


Screen(s) key points

- Centrally position your main screen at about arms' length.
- If using 2 screens place the main one in front and the secondary close to the side at a similar height
- Top of screen at eye height (for most), angled slightly so bottom is just closer to you than the top

If you have no screen raiser, use a box or books but use a tray or mat under laptops to protect against heat

If you normally use two screens and are struggling with one make your manager aware of the situation



Input Devices key points

- Use a separate keyboard and mouse where possible- *if not, You are going to have to move more!*
- The mouse and keyboard should be positioned so your arms are relaxed by your body
- The wrists and hands should be in neutral relaxed postures

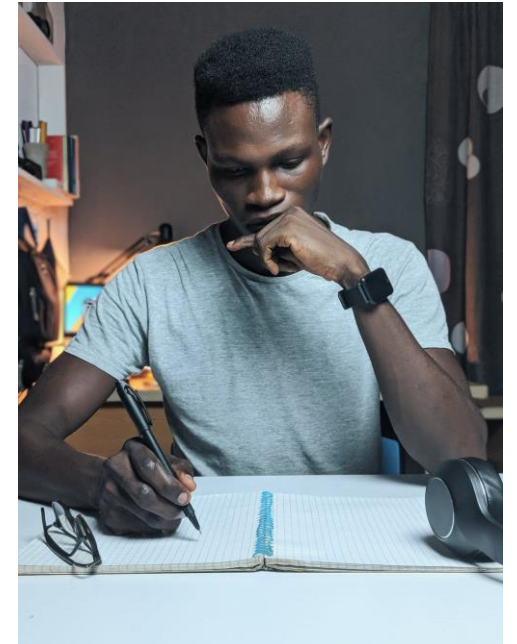
If your laptop is positioned high, try using the keyboard and mouse on book on your lap so you are not working with your shoulders raised or arms /wrists in a poor position



Vary how you work if you can

Look for opportunities to work in different postures

- Using the telephone, consider using a headset or use on loud speaker to reducing holding
- Writing notes
- Reading
- Thinking

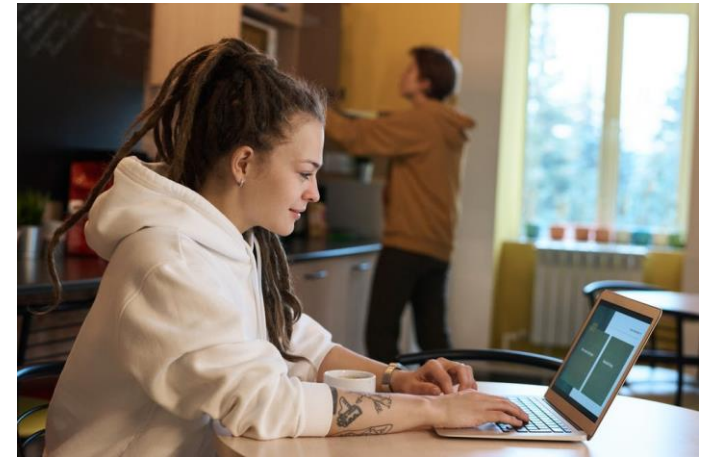


Back discomfort

Check:

- You are **NOT** leaning forwards
- You are sitting at a suitable height, elbows about keyboard height, forearms level.
- Your feet are supported
- Your back is supported

Suitable breaks and move frequently, move from your work at least every 30 mins if you are having discomfort.



Back Exercises – Extension is important when sitting a lot



Neck discomfort

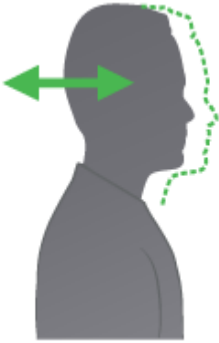
Check:

- You are NOT leaning forwards
- Your screen position

Move every 20 mins re positioning your head and moving your shoulders



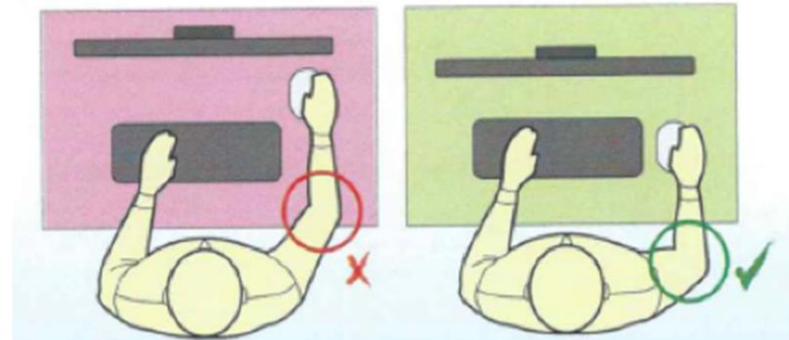
Desk Exercises – Neck and Shoulders



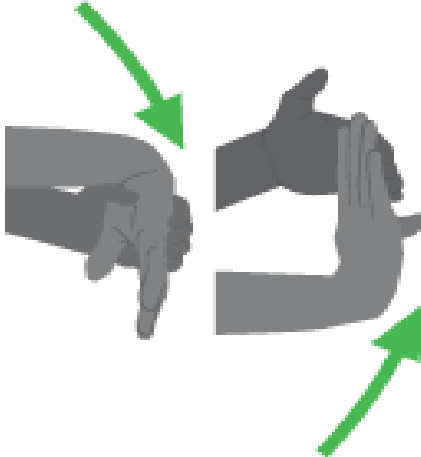
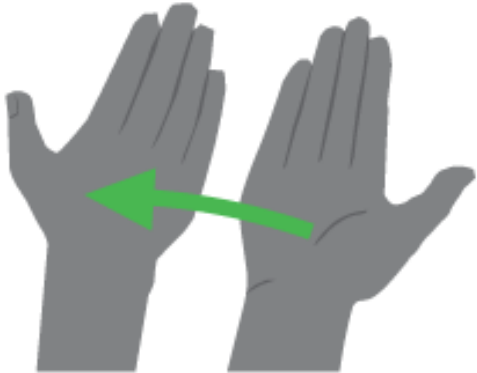
Upper limb pain

Check:

- Your forearm and wrist position; should be level with your upper arms relaxed by your body, use a separate keyboard and mouse where possible
- You are not 'holding' portable equipment
- You break frequently and move your wrists and fingers



Desk Exercises – Fingers, Wrists and Forearms



Eye discomfort and headaches

Common symptoms of digital eye strain:



Dry eyes



Headaches



Fatigue

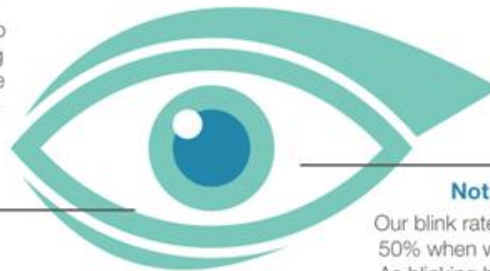


Blurred vision

Why does it happen?

Fatigued muscles

Muscles are required to focus the eye by acting on the lens. If the same focus is maintained for long periods of time then this can lead to eyestrain.



Not enough blinking

Our blink rate can drop by up to 50% when we look at a screen. As blinking helps keep our eyes hydrated, this reduction can result in a dry, gritty feeling.

Eye discomfort

- Check that your screen positions, try not to face or back onto windows
- Don't have your screen too bright and consider increasing the font size
- Look into the distance every 20 mins to relax your eyes
- Change your screen settings to reduce blue light especially if working in the evening
- At break times rest your eyes- try not to go straight to your phone!



Other Key working messages

For your mental health

- Set your work place away from where you take breaks or sleep. If this is not possible you should clear work away each day.
- Take breaks with others if possible- remotely as well as with those in the home
- Get dressed on work days and try to stick to a work routine including breaks
- Keep connected, speak to colleagues using remote systems and ensure social catch ups



Other Key working messages

For your and your teams productivity

- Agree work times to accommodate your other responsibilities such as caring for others
- Set work times and let those who you live with when not to disturb you

For your safety

- Don't overload sockets, turn items off when not in use
- Keep areas tidy especially cables which can cause trips



Breaks, activity and hydration

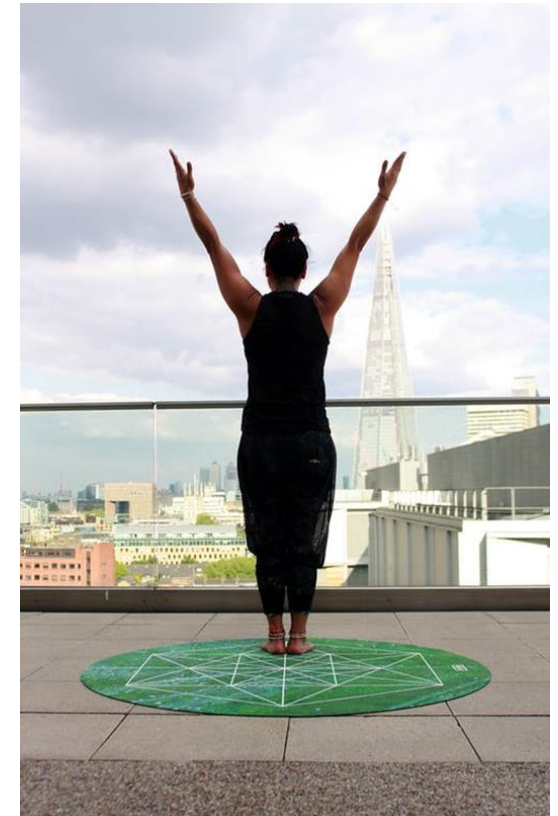


No matter how good your set-up, you need to move

Breaks/changes of activity are vital :

- To reduce static posture and fatigue
- To rest the eyes
- To assist in stress control
- These are also opportunities to remain hydrated

We should aim to be drinking about 2 litres or more a day. Maybe keep a container with a lid on your desk, if you do not like drink plain water try adding some fruit.



Guide to how long should we aim work before movement?

Good Setup:

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

Compromised Laptop/Tablet set up:

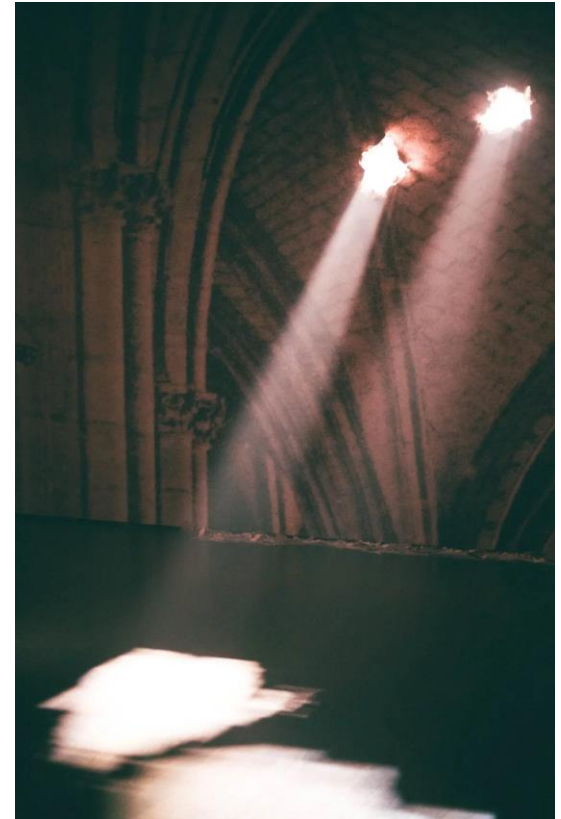
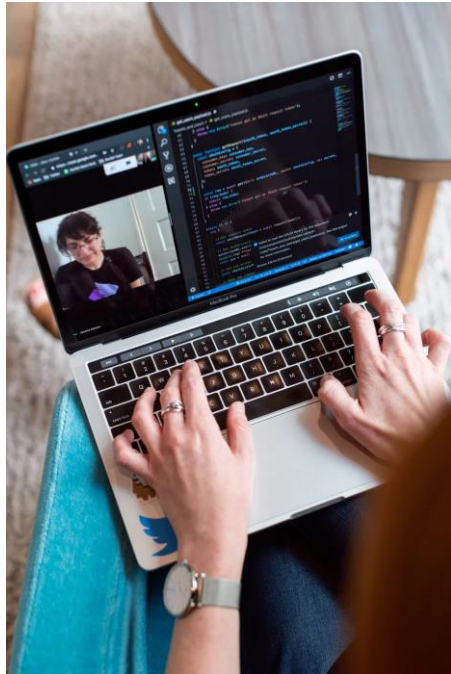
Break away every 15mins

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.



Rays of sunshine in dark days



The Future

Consider

- what tasks you are managing to complete as well at home as in the office. If better –why?
- your return to office limitations and make sure you are ready to discuss this with your manager
- what tasks are difficult- is there anything that could improve this in the short term or longer term?
- if you think that some home working would be good for your job and you what would that look like?

Days working at home- how many?

Flexible hours to avoid peak travel- what might this look like?

Summary

- Consider the right place to work for the tasks you do
- Set up the best you can and use things you have in your home to help
- Move – the worse the position the more you must move
- Raise any concerns you have as soon as possible



Any Questions?

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