

HOME OFFICE ERGONOMICS

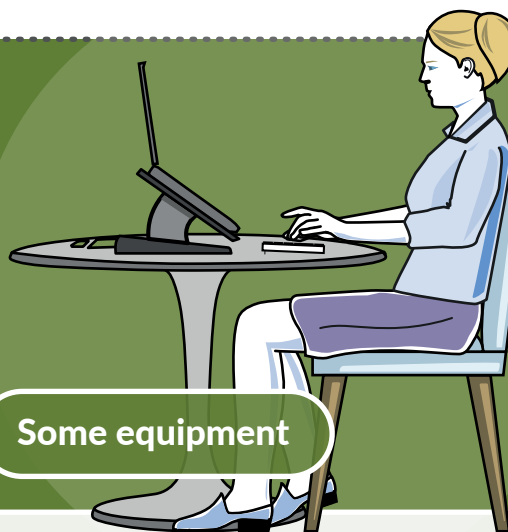
Here are some simple steps you can take to help achieve the best set-up with the equipment you have.



Full workstation

If you have a desk, adjustable office chair, laptop riser/stand, separate keyboard and mouse:

- Adjust your chair height so that you can use your keyboard and mouse with your wrists straight, forearms horizontal and shoulders relaxed. Your elbows should be bent at roughly 90 degrees.
- The top of the screen should be level with your seated eye height
- Position the keyboard and mouse directly in front of you within a comfortable reach
- Take a 2-3-minute posture break every 30-45 minutes to alleviate tension and stiffness
- Blink regularly and take a 20-second eye break from the screen every 20-minutes (by looking into the distance).

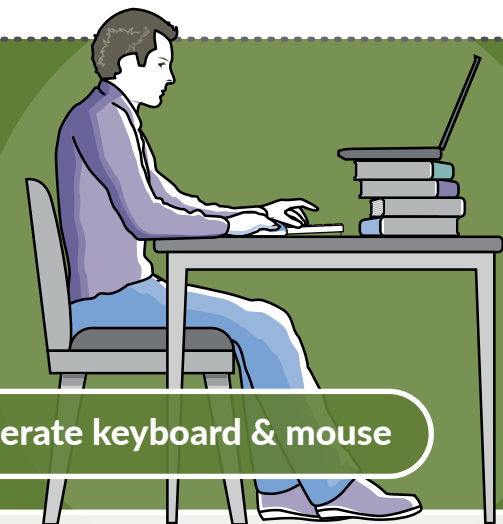


Some equipment

If you have a laptop riser/stand, separate keyboard and mouse, follow the previous advice and...

- If your chair is too low, sit on a cushion to raise your seat height
- Use cushions or a rolled-up towel for extra back support
- If your feet don't rest on the floor, use a shallow box, book or cushion.

Our qualified ergonomists can help you get your home workstation set-up comfortably. If you need help assessing your workstation, contact our Head of Ergonomics, Laura Milnes laura@system-concepts.com for more information.



Separate keyboard & mouse

Follow the previous advice and...

- If you don't have a laptop riser, use a box or some books

No additional equipment

Follow the previous advice and...

- Can you borrow a keyboard or mouse?
- Try to move every 15 minutes or so if your posture is less than ideal
- Do some stretches, see https://www.system-concepts.com/downloads/SCL_ergo_stretches_2020.pdf
- Let your manager know if you are in pain or have any issues.