

WORKING AT HOME CHECKLIST

1. FIND THE RIGHT ENVIRONMENT

SETUP	RECOMMENDATIONS	CHECK
The workspace is in an area that can be well lit, and an additional light source for working at night	<ul style="list-style-type: none"> - Move desk space to well lit area - Invest in a desk lamp 	<input type="checkbox"/>
The workspace does not project glare onto the computer screen from windows or light sources	<ul style="list-style-type: none"> - Ensure the position of the desk is facing at least 90 degrees away from a window 	<input type="checkbox"/>
The workspace is clear of obstacles under desk and around work space	<ul style="list-style-type: none"> - Clean area before using the space 	<input type="checkbox"/>

2. FIND THE RIGHT BODY POSITION

Position yourself so that you meet the below posture with corresponding angles.

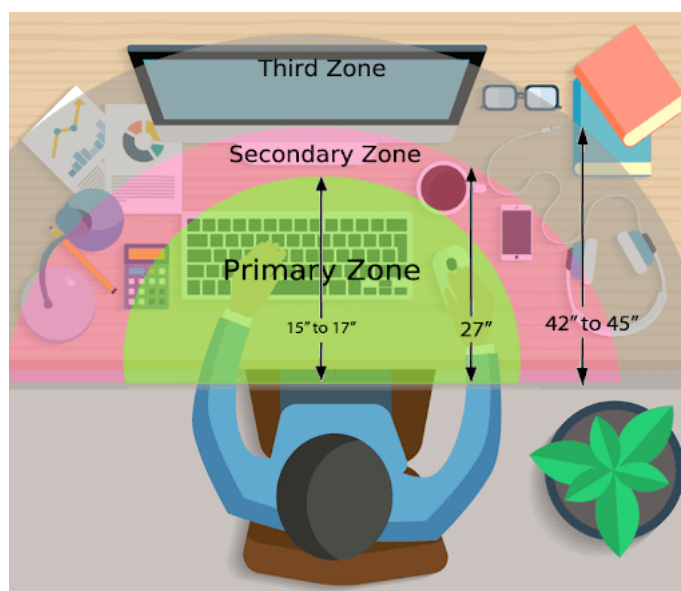


SETUP	RECOMMENDATIONS	CHECK
Elbows are at or just above desk height	<ul style="list-style-type: none"> - Raise chair height if adjustable ergonomic chair insitu - Reduce desk height if adjustable standing desk is insitu - Check chair arm rest height and how you use these (are you leaning onto them, if so, remove arm rests from chair or replacing chair may be beneficial) 	<input type="checkbox"/>

There is a 90-120 degree angle of the elbow joint when seated	<ul style="list-style-type: none"> - Check chair arm rest height and how you use these (are you leaning onto them, if so, remove arm rests from chair or replacing chair may be beneficial) - Bring keyboard and mouse closer to body (no more than 12cms away from front edge of desk) 	<input type="checkbox"/>
There is a 90-120 degree angle of the hip joint when seated	<ul style="list-style-type: none"> - Adjust the seat back to recline slightly - Ensure you sit to the back of the chair where your back can be fully supported by the back of the chair 	<input type="checkbox"/>
There is a 90-120 degree in the knee joint	<ul style="list-style-type: none"> - Raise the seat height so that feet are flat on floor if the chair is too low - Use a footrest (you may find that positioning your chair so that your elbows are at desk height lifts your feet off the floor, if this is the case, invest in a footrest) 	<input type="checkbox"/>
Your back is straight and supported	<ul style="list-style-type: none"> - Use a chair with lumbar support - Use a chair with a high back 	<input type="checkbox"/>
You are looking straight ahead when looking at the computer screen	<ul style="list-style-type: none"> - Raise the computer screen so that the top third of the screen is at eye level - Ensure the computer is placed an arm length's away from you 	<input type="checkbox"/>
Your wrists are hovering over the desk while you work, and not resting on the desk	<ul style="list-style-type: none"> - Use a vertical ergonomic mouse - Use a wrist support for mouse and keyboard 	<input type="checkbox"/>

3. REDUCE REACHING

Now that you have positioned yourself at the desk, it's time to position your equipment on the desk to ensure you are not reaching for items on the desk frequently. The below image shows the 'reach zones'. The below table is a checklist of some examples of items to be located in each zone.



SETUP	RECOMMENDATIONS	CHECK
Keyboard	Primary Zone	<input type="checkbox"/>
Mouse	Primary Zone	<input type="checkbox"/>
Additional light source	Secondary Zone	<input type="checkbox"/>
Tablet	Secondary Zone	<input type="checkbox"/>
Phone	Secondary Zone	<input type="checkbox"/>
Documents/Document Holder	Secondary Zone	<input type="checkbox"/>
Other frequently used equipment	Secondary Zone	<input type="checkbox"/>
Computer Screen	Third Zone	<input type="checkbox"/>

4. SIT, STAND AND STRETCH

Every 25 minutes, stand and do some simple slow stretches. If you experience any pain, stop.

If you have any questions regarding ergonomic setups or equipment, please feel free to contact our team of experts at: info@nomorepainergonomics.com.au