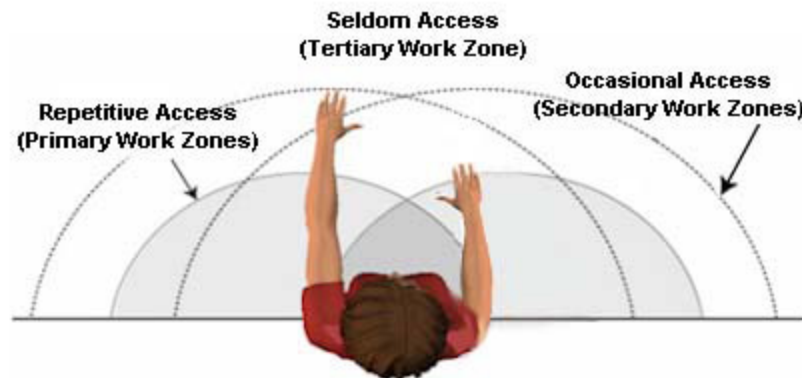


Ergonomic Considerations for Home Offices

Information adapted from the [MRU Ergonomics Program](#) found on the [EH&S website](#).

Setting up your home office

- When setting up peripherals on your desktop (keyboard, mouse, telephone, pens, documents, etc.), position items that you use most often close to hand, in the “Primary Work Zones” indicated in Figure A- 4. Items that you use occasionally should be positioned in the “Secondary Work Zones” and items that are rarely used can be put in the “Tertiary Work Zone”. The idea is to keep frequently used items near to hand to reduce overreaching and twisting during your work day.

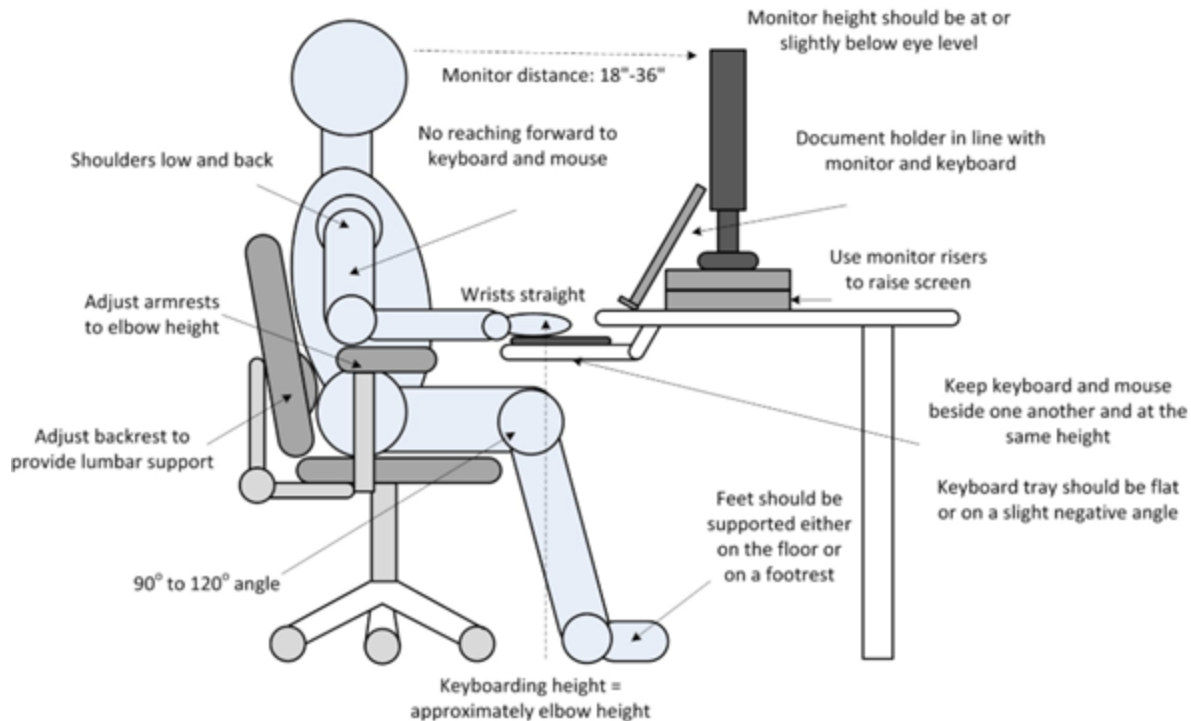


Lighting

- Avoid positioning yourself with your back to a window. This introduces glare on your monitor and increases the risk of eye strain. Your eyes will be forced to adjust between the light of your monitor and the reflection of the light from the window
- Consider the use of a task lamp if you are reading anything on paper, especially if you are still working on your computer. This will reduce the risk of eye strain.
- Consider the [‘Night Light’](#) feature on your Windows 10 or [‘Night Shift’](#) feature on a MacBook. This is a feature that allows you to adjust the intensity of the light coming out of your monitor. Reducing the intensity of your monitor light reduces the risk of eye strain/fatigue, especially in low light settings.

Sitting

- Adjust your sitting position to a comfortable, neutral position. Refer to [this diagram](#) or the image below for suggestions. The [self assessment checklist](#) is also available.



Laptop Use

- When using a laptop frequently, elevate the screen to the same height as a monitor using a riser or monitor stand (or some sturdy books) and connect it to an external keyboard and mouse to work in a more neutral position.
- For short-term laptop use, sit in a comfortable, supportive chair in an upright position. Position your laptop in your lap or on a surface in front of you to keep the wrists as neutral as possible. Maintain a neutral neck posture as much as possible, and take frequent stretch breaks.



Typing

- When typing, reduce wrist strain by keeping your wrists in a neutral position, as demonstrated in the figure below. Hands and wrists should move freely and be elevated above the desk or any wrist / palm rest when typing. Sit your heel or palm of your hand on the desk or a wrist / palm rest when resting.

