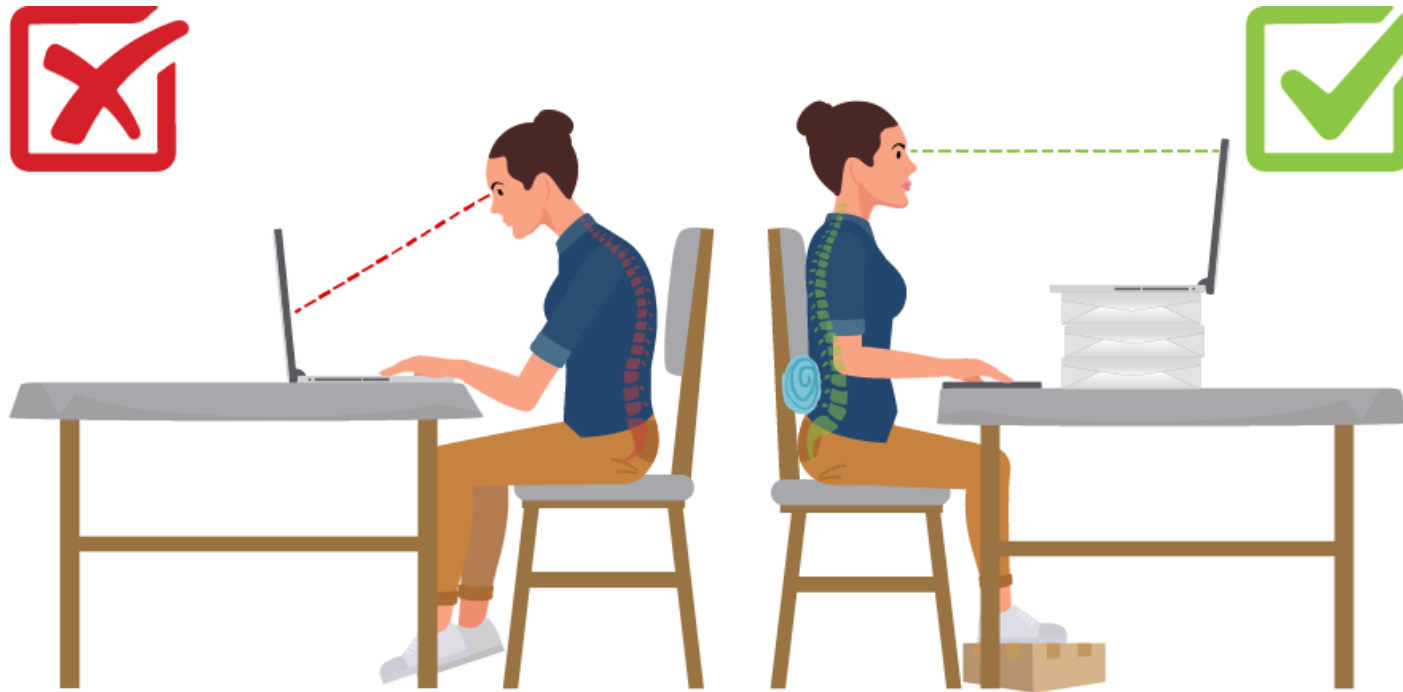


# EHS Environmental Health and Safety Guidelines for setting up a Temporary Home Office



It might be tempting to work from the couch, but this may result in low back or neck discomfort. Sitting at a kitchen table or desk and using good body mechanics will allow you to work efficiently and comfortably.



## Chair

Choose a chair, not a couch.

Sit all the way back, with neutral spine, and shoulders relaxed.

*Use a pillow or rolled towel for additional lumbar support.*

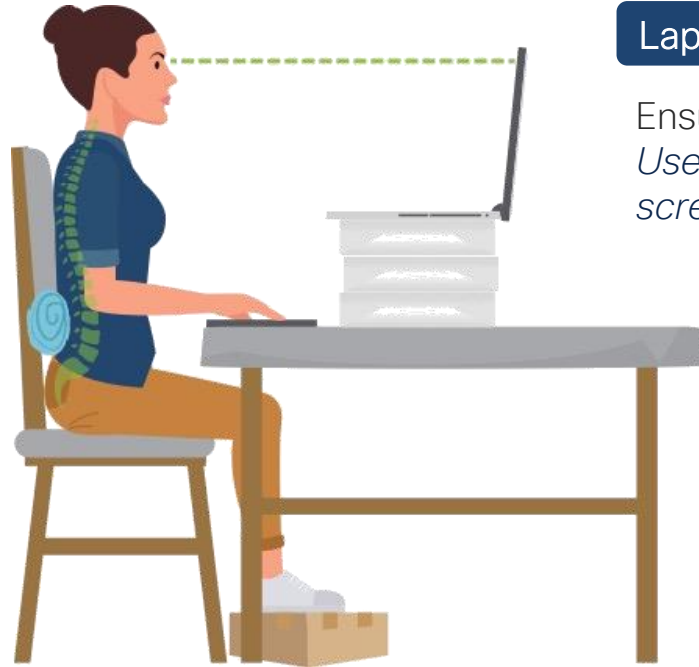
Keep elbows at sides and flexed at 90 degrees.

*Use a folded towel to raise seated height, if needed.*

## Footrest

Keep thighs parallel to floor with feet supported.

*Use a sturdy box or reams of paper to support feet.*



## Laptop Screen Height

Ensure the top 1/3 of the screen is at eye level.  
*Use a box or reams of paper to adjust the laptop screen height as shown in image (left).*

## Keyboard and Mouse Position

Keep wrists straight and forearms / wrists floating.  
*If available, use external mouse and keyboard for optimal positioning as shown in image (left).*

## Important Reminders for every 30-60 minutes:

- Take frequent breaks and alter posture.
- Use chin tuck exercises to realign your spine.
- Drop your hands by your sides. Shake them out.
- Use phone calls to walk/stretch.
- Limit the duration of mobile phone use.
- Use ear buds, headphones, or speaker for calls.

