

# Setting up Your Workstation - Home

## MoveSafe® Office BIG 3

**Stable Base:** Feet supported on floor or footrest, sit all the way back in chair, thighs evenly supported by chair seat pan.

**Hinge at Hips:** Tuck close. To lean or reach forward, hinge at the hips while maintaining a neutral 3-curve spine posture.

**Shoulders Anchored:** Shoulders supported against chair backrest, head balanced over shoulders, arms relaxed at sides of body.

### Work Spaces

- While best to work at a desk, you may want change locations during the day for a change of position or scenery.
- Whatever the location (desk, island, couch, etc.) basic principles can still be maintained. take a moment to check-in:
  - Do I have a stable base?
  - Are my keyboard and mouse encouraging my arms to be relaxed and my shoulders anchored?
  - Are my screen(s) at a reasonable height and distance?

### Monitors & Screens

- While sitting back and well supported in your seat, adjust your screen(s) so that the top of the screen(s) are at or slightly lower than eye level and roughly arms distance away.
- As needed, use books, boxes or risers to raise your screen(s).
- Position the monitors to minimize neck rotation.
- Take breaks from the screen. Every 20 minutes, take 20 seconds to look at something 20 ft away.

### Keyboard and Mouse

- Position yourself and equipment to a height so that the keyboard and mouse are level with your relaxed elbow height.
- To reduce reaching, have your keyboard & mouse near the front of the work surface.
- In other cases supporting your keyboard and mouse on a firm surface directly on your lap will have them at the correct height.
- If working on a laptop, try to use a separate keyboard & mouse.
- If possible, consider bringing your work keyboard and mouse home with you.

### Feet Supported

- Choose a seating solution that is an appropriate height so that your feet are firmly supported on the floor. If needed, use a footrest, box, folded towels or other item to support your feet.
- Your hips should be slightly higher than your knees.

### Backrest Position

- Sit so you are supported in an upright and slightly reclined position
- Consider adding a small pillow or rolled towel to provide additional lumbar support ,if needed.

### Arms at Sides

- Keep shoulders relaxed and elbows near sides, of body with wrists straight.
- Limit reaching by having your devices (keyboard, mouse and phone) within arms reach.

### Other Considerations

- Around windows, position yourself perpendicular or adjust blind position to reduce glare.
- Working from home can provide challenges office supplies and resources are limited. Creative solutions may be applied, such as:
  - Use ironing boards, or even saw horses with a plank of wood to create a desk.
- Even with good posture, incorporating movement and changing positions throught the day is essential.



Give Your Body What It Needs Today...And Still Get Your Work Done!

info@movesafe.com