



# Home Office Ergonomics

Toolbox Talks are intended to facilitate health and safety discussions.  
Find more Toolbox Talks on the [Occupational Safety web page](#).

## General Information

Working from home and home offices have, and will continue to, become more widely used and common. Poor ergonomics can cause everyday discomfort or pain and could lead to long term physical conditions. An ergonomically friendly workstation allows safer work without compromising comfort.

## Ergonomic Tips

- Find a chair that provides lumbar support and allows you to sit with your feet flat on the ground, and knees at a 90° angle.
  - Avoid sitting on a couch or bed as it promotes poor posture.
- Position arm rests of the chair so forearms are parallel to the ground and shoulders are relaxed.
- For a desktop computer place it on a desk or table with the top of the monitor at eye level.
- If using a second monitor, keep it at a similar height and distance (i.e., avoid using a TV on the far wall of a room).
- Position the keyboard so hands float above the keys with wrists in a level, straight position.
- For laptop computers, either use the laptop screen with a separate keyboard or the laptop keyboard and a separate monitor.
- Work in well-lit rooms positioned to avoid glares on your screen(s).
- Set a reminder to stand up and walk or be active regularly.
- Consider a sit/stand desk if you plan to stand. Set monitor and keyboard heights as noted above.
  - Standing with the computer at waist level places significant strain on the neck, back, shoulders, wrists, and arms.

## Useful supplies and equipment

- Keyboard trays allow the mouse and keyboard be adjusted to the proper level.
- Keyboard wrist rests can provide support while keeping hands in the correct position.
- Blocks or spacers may be used to elevate the desk to a correct and comfortable height.
- Ergonomic mice allow the wrist to be in a relaxed, neutral position, reducing strain on the joint.

**Discussion Date:**

**Supervisor:**

**Participants:**