










Home Office Ergonomic Checklist.



This list has been written with the purpose of setting up a temporary home office utilizing home equipment where able


Purpose: The purpose of this document is to provide guidance to staff working from home to offer solutions using existing equipment to follow ergonomic principles and create a suitable and safe working environment.


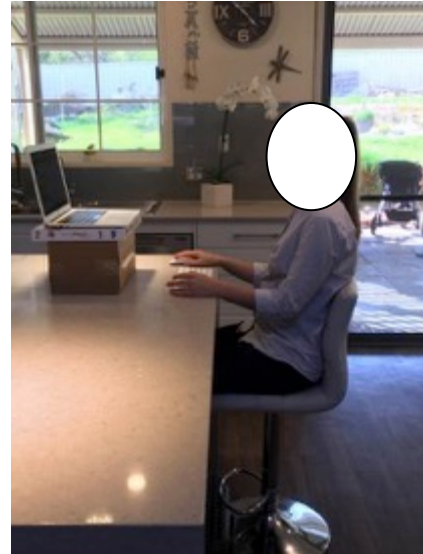
SETTING UP YOUR CHAIR			
SET UP	Instructions	Checklist	Examples
Seat Depth	Check for a 3 finger gap between the front of your seat and the back of your knees.	<ul style="list-style-type: none">• If you can fit no fingers in this gap the seat is too deep. If the seat depth is non adjustable, you could try a full-length cushion with lumbar support to decrease the seat depth.• If you can fit more than 3 fingers in this gap the seat is too shallow. You will need to locate a deeper chair if your seat depth is non adjustable.	

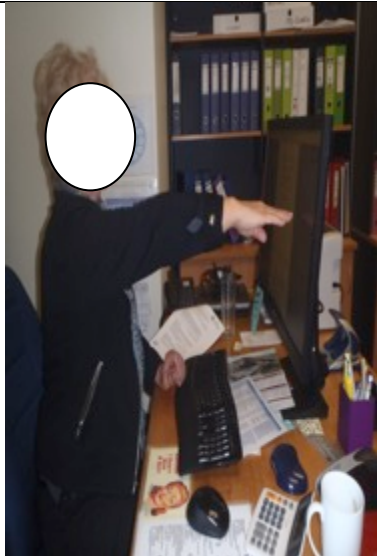
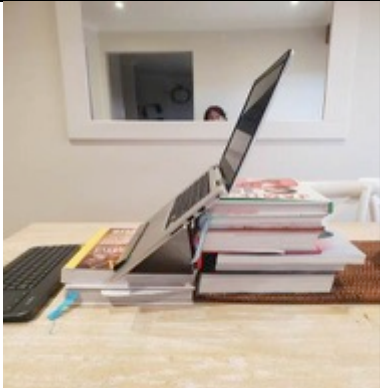


<p>Seat height:</p>	<p>Seat height should be adjusted so that when your shoulders are relaxed and elbows are at 90 degrees, the desk sits horizontal to your forearms.</p> <p><u>No matter what the table</u> (dining room table, island bench), following this principle will allow you to work with an ergonomic set up.</p>	<ul style="list-style-type: none"> • If your feet are not touching the floor consider an angled footrest. An alternative is placing flat stable items (e.g. hardcover books) to achieve the correct height so that your feet are flat to the ground and there is 90 degree angle or more in your knee crease. • If your thighs are right up against the desk consider sitting on a higher desk/dining table • If your feet are flat on the floor, ensure they are horizontal to the ground (see above regarding foot rests if feet unable to touch ground) • If your fixed dining chair does not allow your forearms to be horizontal to the desk, consider using a chair pad/ seat cushion to elevate your seat. Please see below for examples of chair pads/ seat cushions. 	
<p>Lumbar (lower back) support</p>	<p>Should be adjusted so that your lower back is in full contact with your lumbar support in your chair. This will help support your spine when sitting.</p>	<ul style="list-style-type: none"> • Females or others with a deeper lumbar curve - may require an additional external lumbar support if the depth of the lumbar support is not adjustable as many chairs offer little or no lumbar support. • Consider options that include Fellowes Professional Back Support (Officeworks \$89.00) that offer upper and lower back support. • Alternatively, you may roll up a towel or firm blanket that allows for the depth you require. You will have to secure it to your chair – we recommend a stretchy pillowcase, stretchy scarf, old pair of stockings, the compression will assist to hold the towel or blanket in place. 	 <p>Fellowes Profession Back Support</p>

			
Seat Tilt	Set the tilt, if available, to horizontal.	Is your seat horizontal to the ground? All adjustable chairs allow for the provision of a horizontal seat base using the lever adjustments, otherwise a static dining chair would meet this need.	
Arm Rests	Are arm rests allowing you to maintain horizontal forearms?	Are your shoulders relaxed and elbows by your sides? Are you still able to get close enough to your desk? **Arm rests can help, but they can also hinder ergonomic set up.	
Fixed Dining Chair	A fixed dining chair will almost certainly require an external lumbar support. A fixed dining chair may also require additional support such as seat padding to decrease the load on the spine.	If sitting on a hard dining chair, consider sitting on a folded up towel or a seat cushion/ chair pad to create some cushioning and reduce pressure onto the lower back.	 Foam seat cushion

			<div data-bbox="1285 168 1682 548"></div> <div data-bbox="1213 574 1820 612" data-label="Caption"><p>Foam seat cushion (coccyx cut out for ‘tail bone’ pain)</p></div> <div data-bbox="1316 639 1713 857"></div> <div data-bbox="1102 954 1932 1024" data-label="Caption"><p>ROHO mosaic cushion – disperses the weight evenly, decreases the load on the spine.</p></div>
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			 <p>Chair pad</p>
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SETTING UP YOUR SCREEN <i>The screen should be positioned once the chair and desk heights have been established.</i>			
SET UP	Instructions	Checklist	Examples
Height:	The screen height should be level with the top of your eyes.	<ul style="list-style-type: none"> • If you wear no glasses or single vision lenses, adjust the height of the screen to eye level. • If you wear bifocals, multifocals or graded lenses, adjust the screen down slightly in line with your nose. • If you have a laptop, consider a laptop raise with external keyboard and mouse. • In the absence of a laptop raise, possible substitutes include a cookbook stand that has been used together with the use of books to elevate the laptop to eye height. • If a laptop raise is not available, you may use household objects that allow for a sturdy and balanced surface for your laptop to rest on (see below). 	 



<p>Distance:</p>	<p>Is the screen at least 1 arm's width away from you?</p>	<ul style="list-style-type: none"> Is the desk deep enough to accommodate this? Choose a table in your home that allows for a 1 arm depth between you and the screen. 	
<p>Laptop:</p>	<p>As above.</p>	<ul style="list-style-type: none"> Is there a laptop raise and external keyboard and mouse available? In the absence of a laptop raise, a cookbook stand has been used together with the use of books to elevate the laptop to eye height. If a laptop raise is not available, you may use household objects that allow for a sturdy and balanced surface for your laptop to rest on (see below). Alternatively, a laptop stand such as NexStand is a good alternative (approx. \$35.00) 	<div data-bbox="1157 716 1535 1101">  </div> <div data-bbox="1570 716 1856 1101">  </div> <div data-bbox="1304 1101 1751 1435">  </div> <p>Cook book stand examples</p>








Laptop raise





Using empty wine boxes

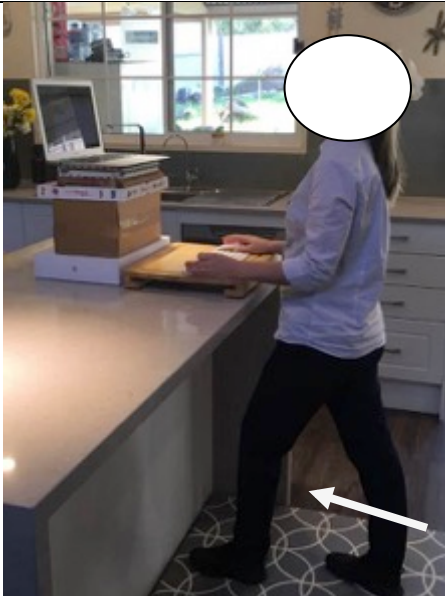

Dual screens	50/50 usage set up with join in the middle with 40/60 or less use, set up primary screen as per usual and reference screen to the opposite side as the mouse.	<ul style="list-style-type: none">• What is the breakdown of use between screens?• Is the resolution and colour the same? Are you on the same screen when checking?• Does the screen avoid blue light?• If you are handy with tools, pieces of wood have been put securely put together as raisers for the laptop and desktop. (see picture)• Alternatively, consider sturdy boxes such as wooden wine boxes (see picture below)	  <p>Dual screens – PC screen and laptop.</p>
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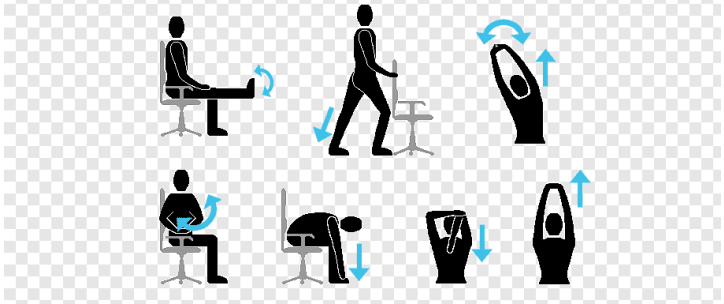
SETTING UP YOUR DESK SPACE			
SET UP	Instructions	Checklist	Examples
Desk Size	Is your desk big enough for your task?	<ul style="list-style-type: none"> • Depth at least 900 mm • Width at least 1200 mm for keyboard work only • 1500mm for keyboard & written work • If you are short on space, using an ironing board as an extra desk may be helpful. 	
Transcribing?	Do you turn your neck or look up and down to transcribe data into your computer?	<ul style="list-style-type: none"> • Have you considered a micro desk? • In the absence of a Microdesk, a cook book stand is a good alternative. 	

			
Phone Calls	Do you hold the phone on your ear with your shoulder to type or write?	<ul style="list-style-type: none"> Have you considered a head set? If you have numerous conference calls daily, consider a portable speaker such as Jabra Speak, UE boom or any reputable Bluetooth speaker. This will reduce use of a headset. 	
Mouse	Do you constantly use your mouse?	<p>Remember to pace your 'palm down work' by performing a variety of tasks with different hand actions.</p> <p>You can achieve this by using by performing different tasks (e.g. writing, phone call)</p> <p>Consider use of keyboard shortcuts to reduce the amount of time on the mouse.</p> <p>If one is available, an evluent mouse such as an 'Oyster mouse' or vertical mouse can alleviate the need to work in a palm down position when using a mouse.</p>	 <p>Keyboard shortcuts (example)</p>

Keyboard	<p>Do you like the keyboard legs up but find yourself having sore forearms and wrists?</p>	<p>Have you considered a gel wrist rest for your keyboard?</p> <p>Alternatively you can use a folded up towel.</p> <p>The aim is to keep your forearm in a neutral position and prevent excessing extension of your wrist when typing.</p>	
Extra Support	<p>Do you have poor circulation, have unusual constraints to repositioning (e.g. driving) or have a lower back pathology?</p>	<p>Have you considered a ROHO air pressure cushion?</p> <p>Even for home use, travel or driving – these are a great idea to significantly decrease the load through your spine. It evenly disperses the load over a wide area and the inflation makes it compact and portable.</p>	

Standing desk/ adjustable mounted desk or electric sit to stand desk?	<p>Do you have the ability to adjust your desk?</p> <p>If not – see what other options you can implement (right).</p>	<ul style="list-style-type: none">• When standing at your adjustable desk, adjust the height so that it is level with your forearms when your shoulders are relaxed and elbows against the sides of your body• Stand in a wide stride stance, regularly shifting your weight and leg position with knees slightly bent.• Do you have an anti-fatigue mat? Can you use a foam plat mat (anti slip with round edges). <p>Home options may include:</p> <ul style="list-style-type: none">• Standing at your kitchen bench or tall boy ensuring that your elbows are slightly higher than your wrist when typing• Using a stack of books/ crate or similar (see picture attached) to elevate the height of your laptop	 <p>Standing in a wide stance</p>  <p>Stride standing</p>
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			 <p>Stride standing</p>
Lighting	<p>Are you sitting in well lit area? Do you have glare?</p>	<ul style="list-style-type: none"> • The temporary home office should ideally be located in a well lit area • There should be minimal glare that is able to be reduced with use of blinds/curtains 	 <p>Example of glare on a screen (this is what to avoid)</p>

Other	Are you taking regular breaks and changing your posture	<ul style="list-style-type: none"> Consider taking regular breaks (every 20- 30 minutes) where you change your posture. 1-2 minutes break is often sufficient to realign the fluid in your discs Consider regular pause stretches during your day. Consider changing your environment during your lunch break such as taking a walk around the block or sitting outside in the back yard. The fresh air will assist in rejuvenating your thought processes. Consider changing your focal point regularly (looking outside /farther). This will help reduce eye fatigue. 	 <p>Examples of easy office stretches to perform at your desk</p>
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SET UP	Instructions	Checklist	APPROPRIATE (tick)	CHANGES REQUIRED (tick)
SEAT SET UP				
Seat Depth	Check for a 3 finger gap between the front of your seat and the back of your knees.	<ul style="list-style-type: none"> If you can fit no fingers in this gap the seat is too deep. If the seat depth is non adjustable, you could try a full-length cushion with lumbar support to decrease the seat depth. 		

		<ul style="list-style-type: none"> • If you can fit more than 3 fingers in this gap the seat is too shallow. You will need to locate a deeper chair if your seat depth is non adjustable. 		
Seat height:	Seat height should be adjusted so that when your shoulders are relaxed and elbows are at 90 degrees, the desk sits horizontal to your forearms.	<ul style="list-style-type: none"> • If your feet are not touching the floor consider an angled foot rest • If your thighs are right up against the desk consider raising the desk • If your feet are flat on the floor, ensure they are horizontal to the ground – or alternatively consider an angled footrest. 		
Lumbar support	Should be adjusted to that the most outer part of the lumbar support meets the most inner part of your lumbar lordosis.	<ul style="list-style-type: none"> • Females or others with a deeper lumbar lordosis - may require an additional external lumbar support if the depth of the lumbar support is not adjustable as many chairs offer little or no lumbar support. 		
Seat Tilt	Set the tilt, if available, to horizontal.			
Arm Rests	Are arm rests allowing you to maintain horizontal forearms?	<ul style="list-style-type: none"> • Are your shoulders relaxed and elbows by your sides? • Are you still able to get close enough to your desk? 		

Comments on seating/ clinical findings:

SET UP	Instructions	Checklist	APPROPRIATE? (tick)	CHANGES REQUIRED (tick)
<h2 style="text-align: center;">SETTING UP YOUR SCREEN</h2> <p style="text-align: center;"><i>The screen should be positioned once the chair and desk heights have been established.</i></p>				
Height:	The screen height should be level with the top of your eyes.	<ul style="list-style-type: none"> ○ If you wear bifocals, multifocals or graded lenses, adjust the screen down slightly in line with your nose. ○ If you have a laptop, consider a laptop raise with external keyboard and mouse. 		
Distance:	Is the screen at least 1 arm's width away from you?	<ul style="list-style-type: none"> ○ Is the desk deep enough to accommodate this? 		
Laptop:	As above.	<ul style="list-style-type: none"> ○ Is there a laptop raise and external keyboard and mouse available? 		
Dual screens	50/50 usage set up with join in the middle with 40/60 or less use, set up primary screen as per usual and reference screen to the opposite side as the mouse.	<ul style="list-style-type: none"> ○ What is the breakdown of use between screens? ○ Is the resolution and colour the same? Are you on the same screen when checking? ○ Does the screen avoid blue light? 		

Comments on screen set up/ clinical findings:

SETTING UP YOUR DESK SPACE				
SET UP	Instructions	Checklist	APPROPRIATE ? (tick)	CHANGES REQUIRED? (tick)
Desk Size	Is your desk big enough for your task?	<ul style="list-style-type: none">○ Depth at least 900 mm○ Width at least 1200 mm for keyboard work only○ 1500mm for keyboard & written work		
Transcribing?	Do you turn your neck or look up and down to transcribe data into your computer?	<ul style="list-style-type: none">○ Have you considered a micro desk?		
Phone Calls	Do you hold the phone on your ear with your shoulder to type or write?	<ul style="list-style-type: none">○ Have you considered a head set?		
Mouse	Do you constantly use your mouse?	<ul style="list-style-type: none">○ Have you considered an 'evoluent mouse' and gel wrist rest mouse pad to maintain neutral wrist position?		
Keyboard	Do you like the keyboard legs up but find yourself having sore forearms and wrists?	<ul style="list-style-type: none">○ Have you considered a gel wrist rest for your keyboard?		

Extra Support	Do you have poor circulation, have unusual constraints to repositioning (e.g. driving) or have a lower back pathology?	<ul style="list-style-type: none"> ○ Have you considered a ROHO air pressure cushion? 		
Standing desk/ Vari desk or electric sit to stand desk?	Do you have the ability to adjust your desk?	<ul style="list-style-type: none"> ○ When standing at your adjustable desk, adjust the height so that it is level with your forearms when your shoulders are relaxed and elbows against the sides of your body ○ Stand in a wide stride stance, regularly shifting your weight and leg position with knees slightly bent. ○ Do you have an anti-fatigue mat? 		