



Working from Home Ergonomics

As many of us transition to working from home, it's important that we take some time to set-up our home workstations to support us working efficiently, comfortably and safely.



WORK TOGETHER

Each situation is unique. Managers and teams are encouraged to work together to identify feasible solutions that support productivity and wellbeing.

EQUIPMENT GUIDANCE (HR/FINANCE)

Review [guidance](#) from HR/Finance regarding working from home equipment.

BORROWING EQUIPMENT

Borrowing existing equipment may be a cost-effective solution. Talk to your Manager as arrangements will need to be made in accordance with applicable COVID-19 guidelines, and whether you can access your building and/or safely transport and store equipment. Use [UBC's Telecommuting Guidelines](#) to track borrowed equipment.

CREATIVE SOLUTIONS

Adapting home workstations using common household items is encouraged. Refer to pages 2 & 3 for tips and refer to page 4 for general guidelines and resources.

WEBINAR

Watch our [Home Office Ergo Webinar](#) to learn tips and tricks for setting up your temporary home office.

PURCHASING EQUIPMENT

Talk to your Manager to determine the purchasing process in your department and to determine if departmental funding is available. Refer to our [equipment catalog](#) for examples of ergonomic keyboards and mice or our guidelines for [chairs for temporary home offices](#).

NEED HELP?



Virtual Ergo Assessments are available. You will be sent a pre-assessment survey and will need to send in photos of your workstation. A formal report will be sent to you and your Manager. [Contact us](#) to arrange your assessment.

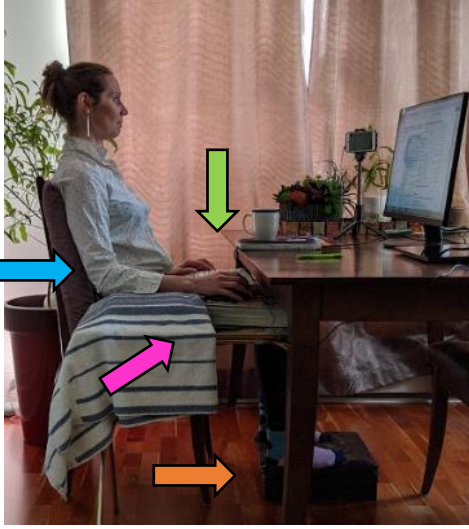




Home workstation examples

Many of us had not planned to work from home for extended periods and may not have ideal equipment. Nonetheless, there are many things you can do to improve your workstation set up. Each of the examples below have pros and cons and you will need to consider which combination of factors will work best for you. If you have a full computer workstation at home, try to set up your office according to standard [office ergonomic guidelines](#).
















Remember to change positions often. If you have questions, contact ergonomics.info@ubc.ca.

Example	Tips
	<p>Laptop Screen. Depending on the design, your tablet or laptop screen may be angled back 10 to 30° which may impact the preferred screen height. Typically, the more angled the screen, the lower the height. The standard recommendation is to place the top line of text at eye level but in this scenario, it is more comfortable for me to position the screen lower.</p> <p>Keyboard and mouse. Positioned below elbow level</p> <p>Chair Height. Pillow used to raise me high enough so that my keyboard and mouse are below elbow level.</p> <p>Feet Supported. If necessary, place something under your feet to provide firm support with your knees at approximately 90°</p>
	<p>Screen Angle & Height. This picture shows a laptop with the screen positioned flat. In this scenario, it is more comfortable to have the screen positioned higher as compared to the picture above.</p> <p>General Tips. If you feel that your neck is bent down, try raising your screen. If you feel that you are tilting your head back or your eyes are feeling dry, try lowering your screen. Remember to enlarge your font to make easier to maintain a neutral working posture. See UBC's Vision Ergonomics resource sheet for more tips.</p>

Example	Tips
	<p>Backrest. Try adding a pillow if you find the angle of your chair too upright or if you feel that your chair does not provide enough back support.</p> <p>Keyboard. The keyboard is on a cutting board on my lap which helps to get it at the right height—just below elbow level.</p> <p>Mouse & Forearm. The mouse is on a stack of books on a TV tray which also provides some forearm support. The towel is used for extra cushioning.</p> <p>Footrest. The top of my ottoman is working as a great footrest. It's the correct height to keep my feet supported and my knees at 90°.</p>
	<p>Change it up and try sitting in different positions. This chair allows a more reclined position which can make for a nice change.</p> <p>Laptop Screen. Prop up your laptop screen so that you can maintain a neutral neck position when reading the screen.</p> <p>Keyboard & Mouse. The keyboard is on a cutting board on my lap. The mouse is propped up on books and a stool and level with the chair armrest.</p>
	<p>Change it up and try standing. Try to rotate positions regularly. Remember that sustained static standing may not be any better than static sitting. Positional change is the key.</p> <p>Laptop Screen. Prop up your laptop screen so that you can maintain a neutral neck position when reading from your screen.</p> <p>Keyboard & Mouse. Prop your keyboard & mouse to just below elbow level. If the mouse is too low, it will result in wrist extension. Try using the mouse on the left periodically.</p> <p>Shoes. Wear comfortable shoes</p>



General principles & resources for setting up your workspace

-  **Workspace.** Find a dedicated space, even if it means setting up and taking down each day.
-  **Work Schedule.** If possible, maintain your normal work schedule. If that is not possible, work with your Manager to create a schedule that meets operational and family needs.
-  **“Commute to Work”.** Take a walk. Go for a bike ride. Meditate. Find an activity to help you transition between work and home life.
-  **Feet firmly supported** with your knees approximately level with hips. Use a footrest or box if your feet are not firmly supported on the ground.
-  **Chair.** A fully adjustable chair is ideal. At minimum the chair should fit you and the backrest should be reasonably comfortable and have a slight recline.
-  **Keyboard & Mouse.** Use an external keyboard and mouse and position them below elbow level.
-  **Monitor.** Top line of text at eye level and arm’s length away with the font sufficiently large to be able to comfortably read from the screen with a neutral neck posture.
-  **Headset.** Use a headset or speaker phone to allow a neutral neck posture while on the phone.
-  **Eye Health.** Check out [UBC’s Visual Ergo Guide](#) for tips.
-  **Movement Breaks.** Join our weekly Ergo Your Posture sessions, Wednesdays at 10am on [Zoom](#) or join [UBC’s Rec](#) Instagram Live Movement Breaks Tuesdays and Thursdays at 2pm.
-  **Stay Connected.** Connect with your colleagues. Offer support if needed and appropriate.
-  **Zoom Fatigue.** Check out [UBC’s tips on virtual meetings](#).
-  **Mental Health.** Check out UBC’s Health, Wellbeing & Benefits [Mental Health](#) and [EFAP](#) resources.
-  **Ergonomics for Children.** Check out [UC Berkeley’s Remote Schooling Ergo Resources](#).
-  **Ergo Resources Online.** Check out [UBC’s Office Ergo Resources](#).