Ergonomic Workspaces

Moving to WFH comes with many changes – including changing your physical workspace. Assess yours using the following tips to create a healthy and safe workspace at home.

**Desk**
- Make one spot in your home a designated workspace. This will help create boundaries between your work and home life.
- Your desk should have room for your knees, thighs, and feet.
- If the desk feels hard on your arms, use a soft arm rest or a rolled towel.

**Seating**
- Make sure your chair supports your back. When you sit, your thighs should be parallel to the ground. If you find your knees hunching up, adjust the height of your chair.
- Your feet should be flat on the floor. If they aren’t, use a footrest to support them. Your footrest can be a pile of books or a small stool.

**Monitor**
- Put your monitor directly in front of you.
- To avoid straining your neck, make sure the top of the screen is at your eye level. If you need to raise your screen, use a riser or a stack of books.
- If you have two screens, your brightest light source should be to the side, while your other screen is in front of you.

**Keyboard**
- Your keyboard should be placed in a way that keeps your arms at or below a 90-degree angle with your elbows by your side and your wrists flat.
- Your mouse should be on the same surface as your keyboard.

**Telephone**
- Use a headset to avoid straining your neck from cradling the phone between your shoulder and ear.

**Take breaks**
- Get up to walk at least once an hour. Tricks like setting an alarm ensures you get up to move your body.
- Try the 20-20-20 rule. Every 20 minutes, take a 20-second screen break and look at something at a far distance.

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**Additional resources for ergonomic workspaces**
- OSHA (US Agency) eTool for Computer Workstations
- Cornell University’s CUErgo Computer Workstation Guidelines
- Mayo Clinic’s Office Ergonomics How-to Guide
- Worksafe BC Computer Workstation Fitting Guide