

Integrating standing postures can be helpful to provide active posture breaks throughout your work day. However, to be effective this must be done while considering the ABCDs.

When working remotely this could be achieved by working at a kitchen counter or bar style surface. Taking time to review and implement the following tips will help set you up for success.

Keyboard/Mouse

- avoid using your laptop mouse/track pad and keyboard for extended period of time;
- use an external keyboard and mouse;
- place your mouse beside the keyboard; &
- ideally, place both at your standing elbow height.

Standing Surface/Habit

- ensure you stand in a balanced manner;
- wear supportive shoes; &
- consider the floor surface.

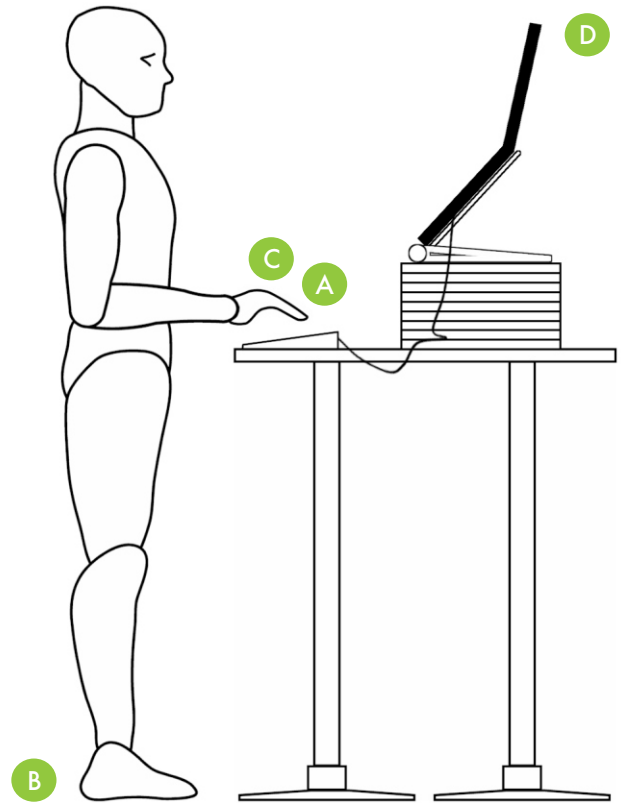
Reach Zones

- ensure equipment/documents can be accessed while maintaining neutral back postures.

Monitor

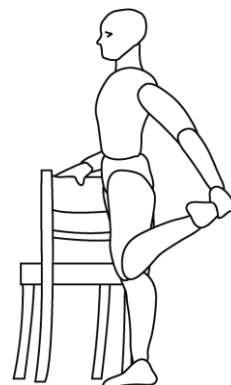
- position the top of the screen at eye level; &
- consider placement of multiple monitors to ensure you are working around your midline.

NOTE: If you do not have a laptop riser, consider stacking bundles of paper or books under your laptop to reach the ideal height.



PACING & STRETCHING

on a regular basis
reduces your risk of injury!



For more detailed information on your workstation set-up and pacing and stretching, visit our FREE online training program **Office Ergo Online** via www.oieweb.com

OfficeErgoOnline

When working remotely, whether you're in seated or standing postures, the ABCDs still apply!

Keyboard/Mouse

- avoid using your laptop mouse/track pad and keyboard for extended period of time;
- use an external keyboard and mouse;
- place your mouse beside the keyboard; &
- ideally, place both at your seated elbow height.

Chair Height

- if you're using a chair with little-to-no adjustment features (ie. dining chair) consider using cushions to achieve the following tips;
- adjust seat height so your arms are relaxed, elbows at 90 degrees, and wrists are straight when keying; &
- ensure your knees are bent comfortably and your feet are supported on the floor/footrest.

Chair Back

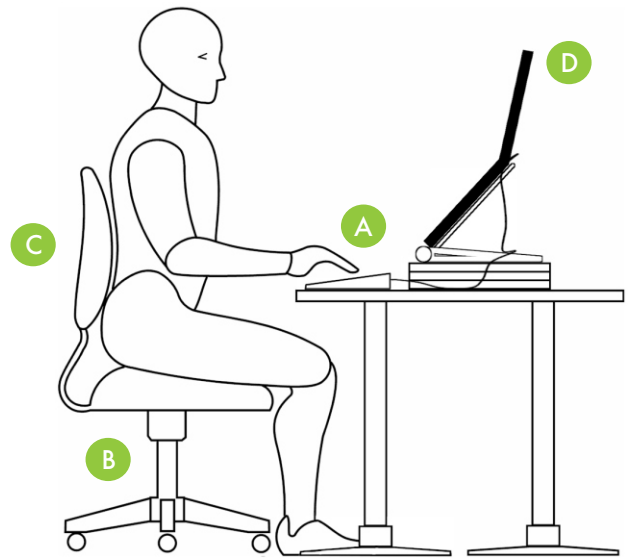
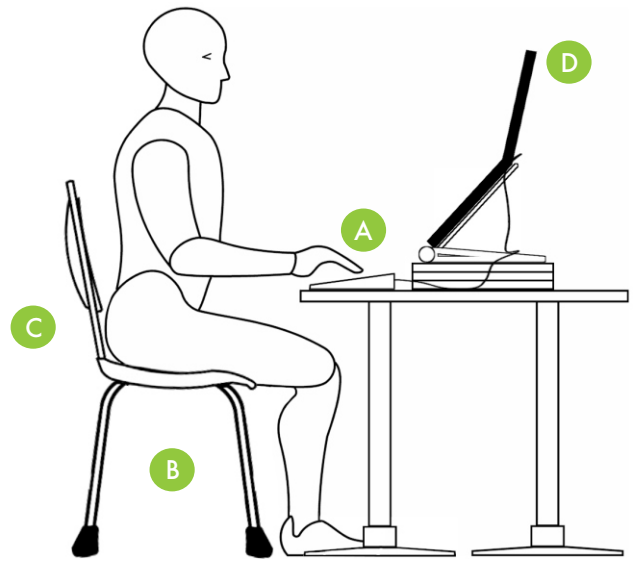
- adjust your backrest height to match the curve in your low back; &
- adjust your backrest angle to 0 - 10 degree recline.

NOTE: If needed, consider using a rolled-up towel or small cushion for additional lumbar support.

Monitor

- position at arm's length, directly in front of you; &
- position the top of screen at eye level.

NOTE: If you do not have a laptop riser, consider stacking bundles of paper or books under your laptop to reach the ideal height.



Remember our bodies are meant to move. Never choose one position for 100% of your work day.
MOVE EARLY & MOVE OFTEN!

