Working safely in your home office

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Your Body at Work: Make Yourself Comfortable

- Always stack heaviest things on middle shelves.
- Take a 5-minute stretch break every 1-2 hours.
- Draw shades to reduce glare.
- Elbows at right angles.
- Sit straight up in chair to support pelvis and lower back.
- Hip angle between 96-110 degrees as is comfortable.
- Thighs approximately parallel to floor.

- Monitor should be 18" - 20" from body. Top 1/3 of screen should be at or below eye level.
- Monitor perpendicular to window to reduce glare.
- Keyboard should be on slight negative tilt, about 1" above thighs.
- Mouse in plane or slightly above plane of keyboard. Avoid reaching for mouse.
- Knee angle at 90 degrees with feet in front of you.
- Feet flat on floor or on footrest.

SAFETY SAVES WITH IWIF
The most important pieces

• Supportive chair. Grab your Mines chair (with your manager’s permission). It’s not doing you any good in a vacant office

• Keyboard height. Try to get your hands to elbow height
Before

My primary screen was my tiny laptop and my big monitor was off to the right so I had to turn my head to work.

Wrists higher than elbows and not using the back rest
After

Rearranged my monitors so the primary is now the larger screen and it is straight in front of me.

I raised my chair as high as it would go, put a foot rest under my desk and pulled my chair in so I am now using the back rest more.
Tip: have someone in your house take a picture (when you aren’t posing) of you at your workstation. Do you see some obvious contortions of you body?
Look for:

- Craning your neck to read small font
- Twisting your body to see a screen or reach a mouse
- Is your chin level or is it raised or lowered? Do you have to look through your readers on your glasses. Adjust your screen height so your chin is “neutral”
- If you’d like a video consult, reach out to Kyle Filkins or me.
Wellness Tips:
• Take lots of breaks. It’s easy to let a long day slip by without leaving your home office.
• Go for a walk at lunch time
• Lay down on your floor and do some relaxation breathing (melt your body into the floor)
• Stretch, google home office stretches
• Laugh
Safer at Home Virus Precautions
Campus requirements being drafted

• Continue to work from home to the greatest extent possible
• Wash hands frequently
• Wear a cloth face mask on campus
• Stay home if unwell
• Clean and disinfect your own office surfaces
• Continue to practice social distancing
• Wave, smile under your mask and exude kindness