



8 Work Smart Techniques for Computer/ Laptop Office Ergonomics – Working at Home



- 1. Keep your feet flat on the floor OR footrest sitting; and AVOID/ Limit time daily sitting with Pulling legs back underneath your chair, crossing your legs, sitting or feet, or slouching to protect your knees, lower back, hips, and shoulders Reduce stiffness, pain, injury risks!
- **2. Use your whole hand and fingers to operate your mouse**; Avoid using fingertips only to reduce elbow, wrist, and thumb stiffness and pain or tendonitis/ carpal tunnel risk factors. Make sure mouse size is large enough for your hand size and finger length.
- 3. Use an Open Hand (see photo L side) and vary finger used to operate smartphone, tablet, or touchscreen computer, and AVOID/ Limit time with awkward and high force Pistol grip posture
- 4. Directly face your work (make sure at proper height), & Use a document holder to hold up paperwork (KEY to AVOID headaches, shoulder, elbow, wrist, hand MSDs) to avoid awkward neck, lower back postures when paperwork is flat on your desktop
- **5. Keep mouse, keyboard, phone, and calculator within easy arms reach (limit fully extended arms postures)**; Keep elbows close to sides of body when using mouse or keyboard, or calculator.
- 6. Avoid Contact Stress with wrist, or forearm resting on sharp edge of desk, & Avoid leaning on elbows as these awkward forces irritate and excite nerves and increase risks of tendonitis, carpal tunnel or elbow bursitis.
- 7. Make sure to STAND UP, and STRETCH, or Walk for 3-5 minutes for every 1 hour of continuous sitting to improve your overall well-being, reduce MSD risk factors of stiffness/ pain, and kickstart your metabolism!
 - 8. STAND UP at Sit to Stand adjustable workstation for 15-30 minutes/ hour and slowly increase your percentage of time spent standing UP overtime to REDUCE MSD Injury Risks and Improve Well-Being!

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