

A modern home office setup. A wooden desk holds two large monitors. The left monitor displays a video call with two women, and the right monitor shows a dashboard with charts and graphs. A grey air purifier sits on the desk to the left. A blue office chair is in the foreground. In the background, a window with teal curtains offers a view of a lake and green hills. A large framed picture of a lake and hills is on the wall to the right.

Working from home - Ergonomics

Corporate Real Estate and Workplace Services
Environmental Health and Safety

Staying safe and healthy while working at home

Whether you're on an HP site or working from home, ensuring employees are safe and healthy is important to HP.

Being mindful about your posture, desk set up, and work habits can have an impact on your comfort and productivity. To help, CREWS/Environmental Health and Safety (EHS) has developed this short ergonomics guide to help you while you are working from home during the coronavirus pandemic.

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1. What's ergonomics
2. Proper ergonomic positioning
3. Stretch and stay active – exercises/stretchches



What's ergonomics?

Ergonomics is about adapting your posture and work environment to avoid negative health consequences from strain or repetitive motion.

To help avoid pain and strain, be mindful of proper ergonomic positioning when you set up your home work space or desk.

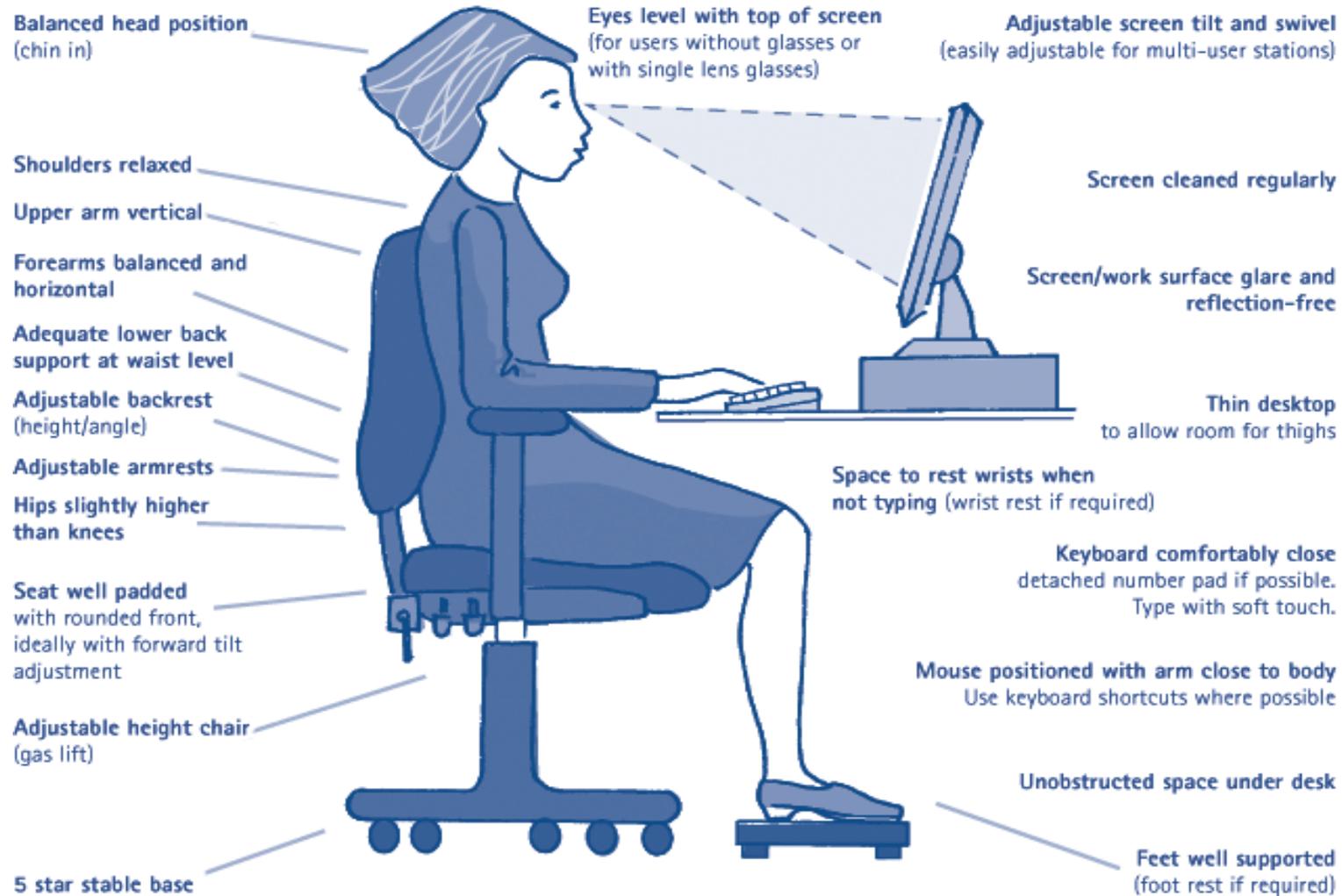
Work surface or desk - Make sure there's clearance for your knees, thighs and feet. If the desk can't be adjusted, raise your chair and use a footrest to support your feet as needed.

Chair – Use a chair that supports your spinal curves. Adjust the height so your feet rest flat on the floor or on a footrest and your thighs are parallel to the floor. Adjust armrests so your arms gently rest on them with your shoulders relaxed.

Monitor - Place the monitor directly in front of you, about an arm's length away. The top of the screen should be at or slightly below eye level. The monitor should be directly behind your keyboard. If you wear bifocals, lower the monitor an additional 1 to 2 inches for more comfortable viewing. Place your monitor so that the brightest light source is to the side.

Keyboard and mouse - Place your mouse within easy reach and on the same surface as your keyboard. Keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows.

Proper ergonomic positioning



Stretch and stay active

Get up and take regular breaks

Using a laptop for prolonged periods is not ergonomic or healthy – take regular breaks and move around. Use these easy to use videos to help keep yourself limber and flexible.

- CubeFit offers a series of videos with stretches and exercises that can be done anywhere to help with movement and flexibility. Check out the [CubeFit Flow channel on YouTube](#)
- Neck and shoulder stretches from the [Mayo Clinic](#)
- Mindful breaks from the [Mayo Clinic](#)
- Wellnomics - [Ergonomics Workplace Breaks](#)

Stretch and stay active

Hands and arms



Finger flexion:

Clench your fists while keeping your thumbs extended outside.
Slide your fingers over the palm until your fingertips touch the base of your fingers.
Release.



Arm stretch:

While seated, place your elbows on your desk.
Join your hands, fingers up. Holding the palms together,
gently lower your wrists toward the desk until you feel a stretch.
Hold this position for 5 to 7 seconds. Repeat the exercise 3
times.

Stretch and stay active

Neck and shoulders



Shrug:

Lift your shoulders towards your ears.

Hold this position for 3 to 5 seconds, then release.

Repeat this exercise 2 or 3 times.



Neck flexion:

While sitting or standing with your back straight, gently tilt your head to the right, bringing your ear closer to your shoulder while avoiding lifting your shoulder.

Hold this position for 3 to 5 seconds, then raise your head.

Do the same on the other side, then forward.

Repeat the sequence until the tension is gone.

Stretch and stay active



Lateral stretch:

Sit on your chair with your feet flat on the floor, raise your arms above your head and cross your fingers.

Push your arms as far back as possible and hold this position for a while.

Slowly lean to one side, hold this position for a few seconds, then return to the vertical.

Repeat on the other side.



Back flexion:

While seated, lift your right leg, take it just below the knee and bring it back towards you by leaning forward.

Try to touch your knee with your nose.

Hold this position for a while, then put your foot on the ground.

Repeat the exercise with the left leg.



keep reinventing