

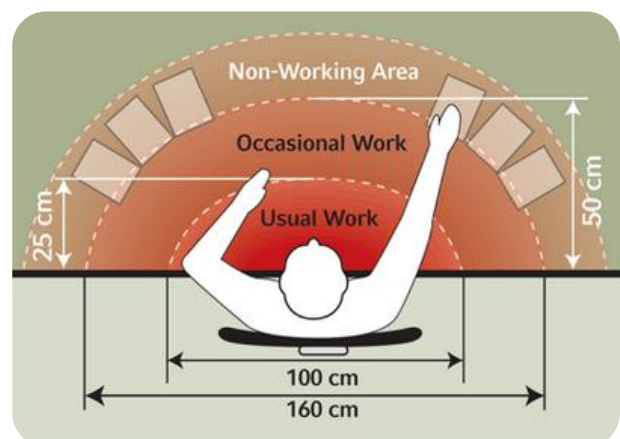
Desktop Ergonomic Tips

With more people holding desk-bound jobs and working remotely, it is important to set up your home workspace to prevent injury and discomfort. By incorporating ergonomics into your space you can improve your efficiency and productivity by being comfortable and reducing unnecessary physical stresses.

Stand up, move, and stretch every 30-60 minutes if possible. This avoids adopting one posture for too long, reduces spinal pain, and improves circulation.

Arrangement Tips

- Arrange tools according to the frequency of use.
- Use an earpiece with a microphone to avoid cradling your telephone between your neck and shoulder.
- Reduce glare by re-positioning the monitor parallel to windows, reducing overhead lighting, using blinds, and tilting the monitor screen to a natural position.



Seating Tips

- **Hands, wrists, and forearms** are straight, in line and parallel to floor.
- **Head** is neutral, no chin up/down, forward facing and balanced. Generally, it is in line with the torso.
- **Shoulders** are relaxed and **upper arms** hang at the side of the body.
- **Forearms** are supported on armrests or tables and are bent approximately 90 degrees.
- **Feet** are fully supported by the floor or a footrest.
- **Back** is fully supported with an appropriate chair and/or lumbar support when sitting.
- **Thighs and hips** are supported by the seat and parallel to floor.
- **Knees** are about the same height as the hips.



Every 20 minutes,
Take a 20 seconds break,
Look 20 feet away.



Contributed by Physiotherapy, Rehabilitation, Allied Health Services

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