

Ergonomic Workspaces

Moving to WFH comes with many changes – including changing your physical workspace. Assess yours using the following tips to create a healthy and safe workspace at home.

Desk

- Make one spot in your home a **designated workspace**. This will help create boundaries between your work and home life.
- Your desk should have **room for your knees, thighs, and feet**.
- If the desk feels hard on your arms, use a soft arm rest or a rolled towel.

Seating

- Make sure your **chair** supports your back. When you sit, your thighs should be parallel to the ground. If you find your knees hunching up, adjust the height of your chair.
- Your **feet should be flat on the floor**. If they aren't, use a footrest to support them. Your footrest can be a pile of books or a small stool.



Monitor

- Put your monitor **directly in front** of you.
- To avoid straining your neck, make sure **the top of the screen is at your eye level**. If you need to raise your screen, use a riser or a stack of books.
- If you have two screens, your brightest light source should be to the side, while your other screen is in front of you.

Keyboard

- Your keyboard should be placed in a way that keeps your arms at or below a 90-degree angle with your elbows by your side and your wrists flat.
- Your mouse should be on the same surface as your keyboard.

Telephone

- Use a **headset** to avoid straining your neck from cradling the phone between your shoulder and ear.

Take breaks

- Get up to walk at least once an hour. Tricks like setting an alarm ensures you get up to move your body.
- Try the **20-20-20 rule**. Every 20 minutes, take a 20-second screen break and look at something at a far distance.

Additional resources
for ergonomic
workspaces

[OSHA \(US Agency\) eTool
for Computer Workstations](#)

[Cornell University's CUErgo
Computer Workstation
Guidelines](#)

[Mayo Clinic's Office
Ergonomics How-to Guide](#)

[Worksafe BC Computer
Workstation Fitting Guide](#)