

Top Tips for setting up your computer at home

A **neutral posture** is the best posture.

Place your keyboard, mouse and screen directly in front of you.

Check that your:

Shoulders are relaxed,

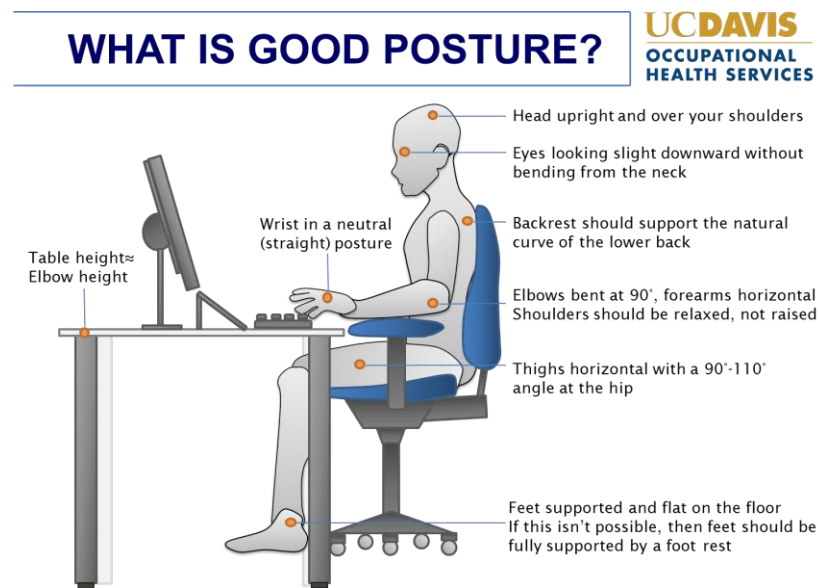
Elbows and hips at roughly 90 degrees

Eye brows in line with the top of the screen

Ears are in line with your shoulders

Chin is slightly tucked in.

I know this sounds like a line from the Hokey-Tokey but this is what it should look like:



To achieve this at home

- Use a separate mouse and keyboard **and** where possible a separate screen. This allows some height adjustability.
- When the laptop **is** your screen, stack it up on a box or books to eye brow height and use a separate mouse and keyboard.
- Dining tables are often higher than a desk. Prop yourself up on a cushion to ensure elbows are above the table with your shoulders relaxed.
- If your feet cannot touch the floor comfortably, use a footstool or fashion a footrest by using a tool box, crate or similar.
- If working at a high bench and using a stool - make sure your screen is at eye brow level and use a separate keyboard and mouse.
- If sitting on a lounge chair or couch, ensure your lumbar spine is well supported with a cushion or rolled up towel. Use a lap tray to level your laptop (this position should **only be maintained for short periods** (20 minutes) due to neck being held in a prolonged bent position).
- If you wear **progressive, bi-focal or occupational glasses** – the computer distance portion may be in the centre or at the bottom of your glasses. You will need to lower your screen height in this case. To check this- look at a full page of text. If you have to raise your chin to see the top of the page clearly – your screen is too high. Lower it until you can read the top of the page without raising your chin, then tilt the screen away from you. Much like you would read a book.

- Vary your position frequently. Stand and stretch every hour.
- If you are **standing to work** the upper body position is exactly the same as seated.
- If standing keep feet evenly placed – avoid leaning on one leg. Keep your spine in a neutral position.

Get Up Offa That Thing

DESK STRETCHES

Don't let your desk job leave you feeling stiff. Take some time to do a little moving and shaking throughout the day in the comfort of your office space. But you don't have to stop there—wander around the office or take a stroll outside from time-to-time, too. These simple steps are sure to help you move naturally to well-being.

- 1 Livin' On A Prayer**
Palms together, fingers pointing up, push hands down.
10 seconds
- 2 Like A Prayer**
Palms together, fingers pointing down, pull hands up.
10 seconds
- 3 Can't Touch This**
Hands together, fingers interlaced, extend arms with palms reaching forward.
10-20 seconds
- 4 Thriller**
Arms behind back, grab wrist with opposite hand and pull while tilting head to the side. Reverse and repeat.
10-12 seconds/side
- 5 Pump It Up**
Arms above head, grab ahold of opposite elbows, lean side to side.
8-10 seconds/side
- 6 Straight Up**
Fingers interlaced, pull arms over head with palms reaching up.
10-15 seconds
- 7 I'm Your Boogie Man**
Arms at sides, roll shoulders up and back.
3-5 seconds, 3 times
- 8 Get Back**
Sit down, place hands on lower back for support, lean back.
10-15 seconds
- 9 The Twist**
Cross one leg over another, take opposite arm to knee, twist towards open side.
8-10 seconds/side
- 10 Shake, Rattle & Roll**
Arms at sides, shake hands out.
8-10 seconds

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<https://moodle.op.ac.nz/course/view.php?id=3773> this provides some extra information on this topic.

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