



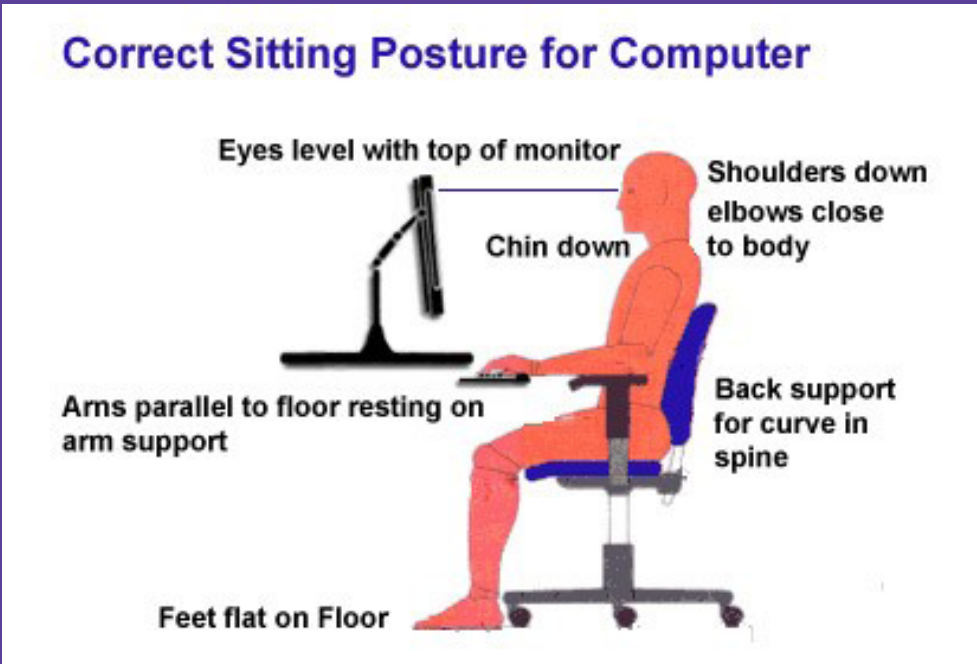
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# Working Remotely or From Home

The success of a remote working arrangement is often dependent upon a number of factors. Whilst the office is often designed to aid productivity and provide a safe workstation, many homes lack these features.

This document is to assist you in optimising your remote working set up and to reduce your risk of musculoskeletal pain or injury. Regular exercise should remain or become an essential element of your day. This does not mean running or lifting heavy weights, but could take the form of a brisk walk and some gentle stretching.

## Workstation Setup



- Select a fully adjustable chair with back support that allows you to setup as pictured
- Fit of the backrest of the chair to the curve of the lower back to ensure a comfortable pressure is exerted on the lower back area
- Adjust chair height so feet are comfortably flat on the floor, thighs are approximately horizontal and the lower legs approximately vertical. Low heeled shoes will improve comfort of the legs with the chair at this height
- If your armrests do not allow you to get close to your workstation, adjust or remove them
- Adjust your screen height so that your line of sight is level with the top of your screen
- Position your screen(s) directly in front of you at an arm's length away
- Position the keyboard and mouse in front and close to your body
- Position frequently used items close and within optimum reach sector (as pictured above)





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## Movement is Medicine!

**Sit less, move more:** Recent research has shown long periods of sitting (regardless of exercise regime) can lead to increased risk of preventable musculoskeletal disorders and chronic diseases such as diabetes. Make sure you get out of your chair and leave your workstation every 20-30 minutes. If you find that you lose track of time while working, set a countdown timer on your phone to assist.

**Reduce eye strain:** To control visual fatigue, a change of focus, such as a view out of a window or to a picture along a hallway, can provide exercise to focal muscles of the eyes whilst resting the tired muscles. Resting your eyes is not flicking on Facebook or Instagram!

**Break up Repetitive tasks:** Timetable your day to allow for scheduled breaks and changes to repetitive tasks.

## Productivity tips for a suitable home set up

When setting up your work environment at home or outside the office, consider these productivity tips:

- **Define Work Boundaries:** Tell the people who live with you your work schedule, and then "enforce" your own schedule. Communicate your start and finish time. Think about visual cues that show when you are still working to minimise disruptions. This includes scheduling and sticking to your approved breaks.
- **Dress for success:** Although a dress code at home may sound silly, and staying in your pyjamas sounds appealing, dressing professional can help stimulate a productive mindset.
- **De-clutter at least once a week:** Aside from the risk of tripping in a crowded, messy space, reducing clutter in your home office can help to improve your productivity.
- **Structure your day like you would in the office:** Spending time to plan your day gives it structure will help keep you focused and productive.
- **Good lighting:** Control natural light from windows by adjusting blinds and repositioning the workstation to reduce unwanted glare falling on the work surface. This can also help to reduce eye-strain.
- **A quiet space:** There are a number of challenges when working from home when other family members are present. A quiet space away from external noise can assist in concentration and also replication of a work environment.

