



# TOOLBOX TALK: ERGONOMICS

**Ergonomics is the scientific study of people and their working conditions, especially done in order to improve effectiveness.**

## TIPS FOR SITTING AT A DESK:

- Use an office chair when sitting at a desk and adjust it to the correct height.
- If sitting, use an adjustable chair. Use a rolled-up hand towel for extra lower back support, if needed. If your chair is too low, sit on a cushion to raise your seat height.
- Your PC or laptop screen should be at least 30 cm from your eyes and adjusted to the right angle. Where possible the top of the screen should be level with your eyes.
- When using a laptop, use a separate mouse and keyboard if possible.
- Take regular breaks from your desk and do some stretching exercises.
- Avoid cradling the phone between your head and neck. Rather use a headset or put it on speaker.
- Keep your workspace clear of unnecessary clutter.

## BAD ERGONOMIC PRACTICES CAN CAUSE:

- Fatigue
- Stress on back and neck
- Strain on eyes

## TIPS FOR PEOPLE WORKING FROM HOME:

- Have a dedicated workspace in your home.
- If you are using a normal chair, use some cushions underneath you and behind your back for support.
- If you have a separate keyboard and mouse, you can put your laptop on some books to ensure your screen is at the right height.

Shoulders relaxed



Straight back



Circulation in legs



Healthy hip and knee joints



Feet flat on the floor

