

Workable Solutions

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How to set up and use a home workstation

1. You will need a height adjustable office chair. See <https://www.workablesolutions.co.uk/wp-content/uploads/2017/04/chair-tips.pdf> for more information.
2. If you will be using a laptop you will also require a separate keyboard and a mouse.
3. Position your desk so that the computer screen will be at right angles to the window(s).
4. Adjust the height of your chair relative to the height of your desk. When you are sitting upright with your elbows by your side, your elbows should be just above desk height. If you do not have a firm base on the floor beneath your feet, you should use a footrest.
5. Your monitor (or laptop screen) should be positioned straight in front, parallel to and at least 500mm from the front edge of the desk and raised, possibly on a thick book(s) so that the top of the screen is at eye level.
6. Sit close to the desk and rest back against the backrest of the chair while you are working. Don't try to sit 'upright' as this will lead to muscle fatigue.
7. The keyboard and mouse and any other desktop equipment you need to use should be positioned close to the front of the desk where you can reach them without leaning forwards. Do not be tempted to rest your wrists on the desk in front of the keyboard.
8. Check that light, heat and ventilation are adequate. A room temperature of approximately 22°C is considered optimal for office work. Persistent and loud noise can be distracting.
9. If you don't have a height adjustable office chair... it is unlikely that you could sit appropriately on a fixed height chair, for example, on a kitchen chair at a kitchen table. Sitting in a supported position on a sofa with the laptop raised and angled towards you on your lap might be more comfortable, so vary your working positions.