



**sedus**

# Work at home

Ergonomics tips for working from home

Home is where your heart is – keep healthy and enjoy working from home.

## Work at home

Working from home could become a challenge for many who used to go to the office every day. The furnishings, technology and the interior design of the environment can play a substantial role in making the change as pleasant as possible. In order to keep healthy at work in the home office, it is important to take the organisation of the work place and ergonomics into account. Work-a-sutra is the study of postures at work. An awareness and understanding of the different postures at work can help us to be more active and contribute to enhanced well-being. Within this booklet are some tips to help you to be more effective in the home office, to take care of yourself and to keep healthy at work.





HOME OFFICE IS FREEDOM OF CHOICE

## #01 Adapt a variety of postures

In contrast to the corporate assigned desk, you are free to assume different postures during your workday. The human body is designed to move. Different work activities may take place by assuming different postures. A change of posture is beneficial for your health. A phone call can be made whilst walking; an e-mail can be sent as voice dictation when lying on the sofa. Ergonomists generally answer the question of „which is the best posture at work? with, „always the next“.

### Tips to treasure:

- You are not limited to the desk. Profit from a variety of options. Change posture, even if only for a short break, every 20, max. 30 minutes.
- Choose an appropriate posture for the task you are performing. For example: phone calls can be done standing or walking.
- If you feel comfortable, you can even sit on the floor, as long as it is only a temporary position.



MY DESK IS MY CASTLE

## #02 An ergonomic task chair – the throne for a good posture

When working for longer times at a desk, a good ergonomic chair is a must. It should be adjusted in an appropriate way so that the feet are flat on the floor and the angle between lower and upper legs is 90°. The backrest should be adjustable, flexible and able to support the user in each position. The head should be in a natural upright position, similar to when standing. Such an upright posture is good for concentrated tasks. However, if this becomes a static, long-term position, it might be harmful. Therefore, it is recommended to move around and to lean back on the swivel chair from time to time. This has a positive effect on blood circulation and reduces the pressure on the intervertebral discs.

### Tips to treasure:

- Use a good ergonomic swivel chair, be mindful of your posture and avoid slouching.
- Stand up every 20 to 30 minutes.
- Use the flexibility of the swivel chair and lean back every now and again.
- Avoid sitting still for longer periods of time. Learn from children – they never sit still and are full of energy.





ENABLING TECHNOLOGY FOR THE WORKSTATION

## #03 Choose equipment to boost performance and foster good posture

Choose between different devices that are best suited for specific work activities. When performing concentrated work at the desk for prolonged periods of time, a separate keyboard, mouse and if possible, a separate monitor, are highly recommended. If you only use a laptop with a separate keyboard and mouse, it can be placed on a higher level to make sure that the posture of the head and neck remain in a neutral range.

### Tips to treasure:

- Use a monitor, keyboard and a mouse at the desk.
- The position of the neck and head should be between 15° and 25° below the horizontal level. This is a neutral range to reduce strain in the muscles and helps to avoid neck pain.
- Eye muscles can be strained when looking at a fixed short distance. Good advice is to look away from the screen now and then and look outside, into the distance. This is good for the eye muscles and helps you to relax.
- Try to have as much daylight as possible.
- Get up every 20-30 minutes. Frequency of breaks is more important than the length.



## #04 Smart devices allow smart postures

Smartphones and tablets do not require a desk to work with. However using these devices in an incorrect posture for a long period can be harmful. A tablet should be used as a laptop, by adding a keyboard to it. When tablets are used for reading they can be used like books. In this case, there is no need to stay sitting at your desk. Choose a relaxed place at home, even the sofa. A slouching posture is acceptable, as long as it doesn't become a permanent posture. Make sure to have sufficient back support. A pillow can be used under the knees to maintain the S-curve of the back.

### Tips to treasure:

- Use a keyboard for content creation with tablets.
- For content consumption, the tablet can be used like a book.
- When using a smartphone and writing, good advice is to use the index finger instead of the thumb.





LEARN FROM THE CHILDREN

## #05 Active sitting to keep the body in motion

Research confirms that a sedentary life can lead to disease and cause irreversible harm to your health. The metabolism is strongly related to our physical movement. We can learn from children. They rarely manage to sit still. This is of utmost importance for their development. As adults, we tend to get lazy. More movement results in more blood circulation, increased brain activity, more effectiveness at work and more vitality. Cells die earlier without movement. Experts say: "either use it or lose it".

### Tips to treasure:

- Standing the whole time can be as bad as sitting the whole time. Height adjustable movable stools enable a spontaneous and intuitive change of posture. Hip movements help to increase blood circulation.
- Even a bar stool in the kitchen can stimulate different temporary postures; shifting the weight from one foot the other, leaning on the stool, sitting for a moment. This keeps us active.
- Consider stools as suitable complementary seating options to vary posture but not to substitute a good ergonomic swivel chair with a backrest.



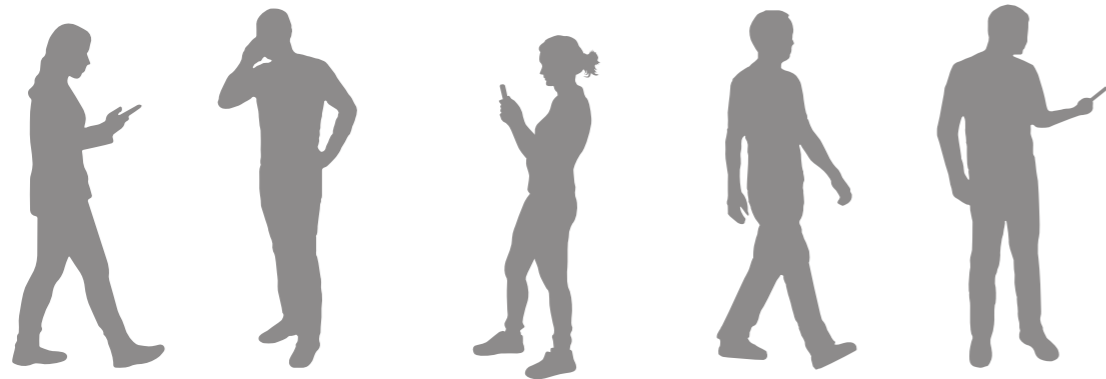
GET UP STAND UP

## #06 Standing to change posture

Several working activities can be performed whilst standing or even walking. Stand up while taking a phone call, reading a message on a smartphone or even whilst making a Skype or video call. This keeps you active and increases blood circulation and brain activity.

### Tips to treasure:

- When having informal phone calls, standing up and pacing can be beneficial.
- Reading and content consumption on print or on a tablet can take place when standing.
- Phone calls can take place outside with fresh air and natural daylight.







FEEL HOME AT WORK

## #07 Relaxed feeling with a living posture

Temporary work tasks and break times can take place in the kitchen or dining room and provide time for distraction and to detach from a fixed work desk. However, the time spent sitting should be limited. Some four-legged chairs are made of an ergonomic seat shell and give superior support for a good posture even when working for short times at the dining table.

**Tips to treasure:**

- Use the variety of space at home to be inspired.
- Limit the amount of time spent sitting on conventional chairs.
- Take a break and change posture.



# sedus



Sedus Stoll AG was founded in 1871 and is one of the leading European manufacturers of office furniture – all “Made in Germany”. Sedus focuses on current trends and changes in the world of work. A particular emphasis is placed on the health and wellbeing of the users.

[www.sedus.com](http://www.sedus.com)