
Health and safety when working from home

We are unable to provide WUR health and safety support for your home office, and we request your flexibility in this regard. Below you will find some suggestions to keep a sustainable healthy working environment in your home office:

- Make sure you have sufficient lighting above your workspace.
- If your work requires you to make frequent phone calls, use earbuds or a headset for hands-free calling.
- If you have a desk to work at, use this as you would your regular office space
- Are you using an office chair at your dinner table?
 - Set the armrests to offer comfortable arm support
 - Then raise the seat to align the armrests with the tabletop
 - Place an object under your feet, so that your upper legs are supported horizontally by the seat
- Don't have any of the above? Try to adjust your seat height so that you aren't forced to raise your shoulders when your lower arms rest on the table.
- Rest your arms on the table and push your keyboard away from you a little. Keep your back upright and avoid slouching.
- Avoid typing with stretched arms; this will result in tension in the muscles in your arms, neck and shoulders.
- Every half hour, switch between sitting at a desk or table and walking around, moving or doing some exercises. Try to pace during phone calls, for example.
- The golden rule is to take a five-minute break every thirty minutes, and a ten-minute break every two hours.
- If possible, use a separate keyboard and place your laptop on a stand (or a pile of books). The top of the screen should be set just slightly below eye-level.
- Set your screen at the same height if using a separate screen.
- Place your screen at approximately an arm's length away
- If you are working on a laptop without a separate keyboard, keep extra vigilant to relax your neck and shoulder muscles and keep your blood circulation going
- Set up your home office near a window if you can, keeping the window behind you or beside you. Should the reflection of the light bother you, close the blinds or curtains.

