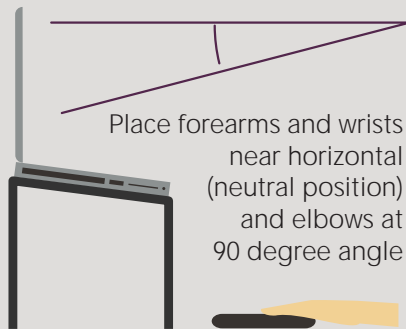


### SETTING UP YOUR LAPTOP IN YOUR HOME OFFICE

As we move into the world of working remotely or telecommuting, ergonomics becomes an important risk management tool to ensure staff is safe when working from home or other remote locations. Below are some tips on how to keep you safe and comfortable while working on your laptop remotely.

Ensure screen is at or slightly below eye level and about an arms reach away

Use external keyboard and mouse, if available



Place forearms and wrists near horizontal (neutral position) and elbows at 90 degree angle

Keep shoulders relaxed

Use the back support of your chair

Position thighs near parallel to floor

If you do not have an external keyboard and mouse, position your laptop so that you have the most neutral wrist and forearm posture you can. Angle the screen so you can see it with the least amount of neck deviation as possible. You can also place the laptop on a binder with the wide edge away from you which will raise the screen; but remember to keep your wrists in a neutral position.