

Although your home workstation set-up may not be ideal, try and set yourself up as closely as possible in line with the guidance above. **Most importantly, ensure you take regular breaks.**

You should also undertake the online course at <https://www.ed.ac.uk/health-safety/training/e-learning/cardinus>

Person (back, shoulders, neck, eyes, head)

- Make sure that you sit with a neutral posture, where the three natural curves of your spine are in their naturally balanced alignment.
- Avoid twisting or reaching while seated.
- Ensure that you have your eyes tested regularly.

Monitor

- Ensure that your monitor is free from glare and reflections.
- Your eyes should be level with the top of the screen's viewing area.
- The monitor should be roughly an arm's length away from you so that you do not strain your eyes.

Chair

- Ensure that your backrest fully supports your lower back (i.e. lumbar region).
- Make sure that your arm rests do not stop you from moving close enough to the desk.
- Your chair should be adjusted so that your feet are supported and your hands and wrists form a horizontal line.



Legs & feet

- The soles of your feet should rest flat on the floor or a footrest.
- Your thighs should be approximately horizontal to the floor and your hips slightly higher than your knees.
- Ensure there is plenty of clearance between the top of your legs and the underside of the desk.

Keyboard & mouse

- Make sure that you do not use excessive force while typing.
- Ensure that you have enough space to move your mouse in all directions.
- Ensure you know how to change the settings of your keyboard and mouse.

Arms & wrists

- Make sure that your wrists do not bend up, down or sideways while using the keyboard and mouse.
- Make sure your seat height is adjusted so that there is no shrugging or hunching of the shoulders.
- Ensure that you do not need to overstretch/reach for your mouse.