

Working safely from home

Guidelines for students undertaking placements at home



The workspace

You should be able to position yourself so that you can work in comfort, whilst being able to make minor adjustments across a workday. Items used regularly should be within an arms-span reach and stable. The area should be well lit, but not have glare. If you keep the workspace clutter free, you're in pretty good shape!

Chair

A chair should be adjustable and enable three points of contact to the ground- this being the chair and legs. The back should support your lumbar spine region. Legs should form a right angle when seated. The seat pan should enable you to sit without feeling like you are going to fall off the chair. If your feet are not able to be comfortably on the ground, the use of a footrest is recommended.

Desk

When seated at your desk, your elbows should form at least a right angle. Your knees should be at about the same height as your hips with your feet slightly forward of the wheelbase.

If using a standing desk setup, a similar framework applies relative to leg positioning being in line with your buttock and back (no tilting to one side). It is recommended that a foot mat or shoes which enable stability and comfort are worn.

Keyboard and mouse

Your keyboard is best with the tilts lowered (if present). The 'b' key typically aligns with your bellybutton, with the keyboard sitting within your hips and shoulders. This may deviate slightly based on the individual. Your wrists should be supported by the front of the desk with keying.

The mouse ideally should be wireless to enable a clear workspace. Use of the mouse is best undertaken whilst using a neutral wrist position.

Monitor/s

The rule of thumb for monitor setup is to see that you have approximately an arm's length distance from where you are seated to the monitor. Your eyes should be in the top third of the screen. For dual monitor use, a V-shape setup is advised so that panning between both units can be done seamlessly. Tilting of the monitor can be done to aid the reduction of glare should it be present.

Work habits

Sitting or standing still all day is not recommended. It is best practice to embed regular work breaks and movement across a workday – a few minutes every hour as a minimum. You can set or download a timer to aid this. So get up and relocate when its snack or lunch time.