

# Working Safely at Home: An Ergonomic Tip Sheet

Provided as a resource to OTAC by Barb Phillips, MS, OTD, OTR/L  
<https://ergolifesolutions.com/>



## VISION STATEMENT:

A world where all people participate in meaningful occupations to optimize their life experience.

## MISSION STATEMENT:

OTAC is the collective voice that serves, promotes, and supports the profession of occupational therapy



Phone: 916/567-7000  
Fax: 916/567-7001

E-mail: [info@otaonline.org](mailto:info@otaonline.org)  
Web site: [www.otaonline.org](http://www.otaonline.org)



Use towels or blankets on chair for support.

Align arms with desktop surface.

Place keyboard and mouse in easy reach.

Use boxes or books to elevate the monitor and as a footrest.

*Occupational therapy practitioners can identify hazards contributing to workplace injury. Through the use of education, training, and environmental adaptation, we maximize health and wellness both in the home and in the workplace.*

## ELEVATE

Equipment or your body

- Use items around your home to elevate equipment and create neutral body postures.
- Elevate your monitor(s) to be just above eye level.
- Use pillows, blankets, or towels under your seat, behind your back, and under your arms as needed.

## AVOID PRESSURE

- Avoid resting on the hard edges of the desk.
- Avoid hard chairs that cut into the back of your legs.

## ELIMINATE EYESTRAIN

- Work perpendicular to a light source.
- If unable, then use window coverings to block sunlight and glare.
- **Use the 20-20-20 Rule:** Every 20 minutes, look at something 20 feet away for 20 seconds.

## CONSULT with your EMPLOYER

- Many companies offer remote ergonomic assessments and will provide proper equipment for home office work.
- Consult an occupational therapy professional for recommendations.

## Use these HEALTH and WELLNESS tips

- Separate work and home activities.
- Transition between work and home responsibilities.
- Keep consistent work, leisure, and sleep schedules.
- Eat meals at the same time and resist snacking.
- Drink plenty of water.
- Identify a designated workspace and use it only for work.
- Shower and dress every day.
- Invest in a good chair or ask your employer to provide one.
- Change positions frequently. Stand, walk, or stretch every