

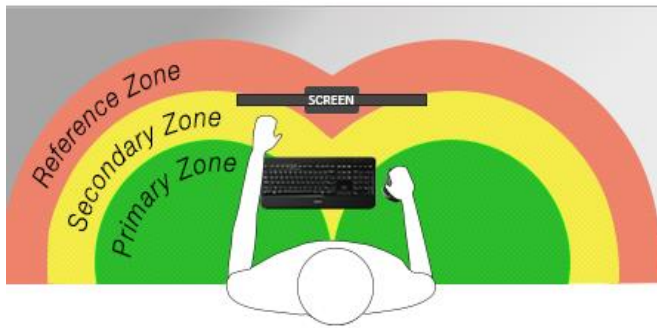
Working From Home *Ergonomics*: Organising your desk top

When working from home, your desk top – and how it's set up – makes a huge difference in sustaining and supporting you throughout your day. Not only does an organised desk top make a positive difference for your body, it has also been found to improve mental health, boost morale, and increase your productivity.

Here are some pointers to consider when organising your desk top space:

Work zones

- Organise your desk into primary and secondary work zones to decrease the distance and frequency of reaching, maximise space and improve efficiency.
- Primary zone: within half an arms reach. Include items you use frequently or for long periods of time (e.g. keyboard, mouse, telephone).
- Secondary zone: up to an arms reach. Include items that you use occasionally, or for shorter periods of time (e.g. note pads/stationery, tablets).
- Items that are rarely used should be placed towards the back of the secondary zone or beyond.



Telephones

- If used frequently, place this in your primary work zone.
- Use a headset or speaker phone if you need to multitask typing/writing.
- Avoid cradling a phone between your ear and your shoulder.



Storage areas

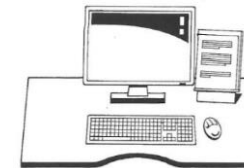
- These include cupboards, shelves, and filing cabinets and desk drawers.
- Heavier objects (e.g. stacks of paper) should be placed between shoulder and knee height to avoid excessive twisting/bending/lifting.
- Avoid cluttering leg space, and allow enough room to vary leg posture.

Documents/holders

- When placed poorly, reference documents may lead to eye strain, hunching, and bad posture during work.
- Use an angled reading/writing board when referring to hard-copy documents/tablets.

Documents can be placed:

- As close as possible to the screen (same height and viewing distance). OR
- Directly in front of you, with your screen moved to one side (same height and viewing distance). OR



- Propped up on an angled reading board in front of you, between your screen and keyboard.



If you have any aches and pains, questions, queries or would like a WFH assessment, physiotherapy can make a world of difference for you. Please give us a call on 9872 8155 (Carlingford Court Medical Centre)/ 9873 3888 (1Health Medical Centre), or make an appointment to see one of our physiotherapists at: <https://tanhands.com.au/bookings/>