

## Working from Home

While there is no single posture or configuration that will work for everyone, keeping the principles of a neutral body posture in mind while setting up your workstation, and taking small breaks throughout the day may increase your level of comfort and reduce the risk of injury.

The following guidelines are provided to assist you in properly adjusting your workstation to form a neutral posture, and to give ideas of simple stretch breaks to take throughout the work day.

### Posture Guidelines

If working at a standing desk, align your ears, shoulders, hips, knees, and ankles. Using an anti-fatigue floor mat is also highly recommended.

If sitting at a desk, adjust your seat, the computer monitor, and any common items you use in order to meet the following conditions:

- ✓ **Your feet** are flat on the floor.
- ✓ **Your knees** are bent at a 90° angle or greater.
- ✓ **Your thighs** are horizontal to the floor and at a right angle with your hips.
- ✓ **Your arms** and forearms are at right angles.
- ✓ **Your wrists** should be straight lines with your forearms (not bent vertically or horizontally).
- ✓ **Your elbows** should hang close to your body.
- ✓ **Your shoulders** should be relaxed.
- ✓ **Your head** should be in line with the torso or bent slightly forward (not tilted back or twisted to the side).



### Stretch Breaks

In addition to maintaining a neutral posture while working, it is recommended to get up and stretch and/or walk around every 30 minutes or so. Mini stretch breaks could include standing up and slowly rotating your torso from side to side, stretching arms and legs, gently shaking your limbs, and doing shoulder and neck rolls. Walking away from your workstation, or even taking a step outside for a few minutes is also beneficial.

*Acadia Insurance is pleased to share this material with its customers. Please note, however, that nothing in this document should be construed as legal advice or the provision of professional consulting services. This material is for general informational purposes only, and while reasonable care has been utilized in compiling this information, no warranty or representation is made as to accuracy or completeness.*