

# Setting up your home office

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If you have a fully equipped and ergonomically sound workplace (with a good office chair and a height-adjustable desk), with a 'normal' PC, you can follow the two steps below to set up your workplace properly. If you work with a laptop, step three applies in addition to these two steps.

## 1. The chair

### Seat height

Put your feet flat on the floor, and make sure your thighs are horizontal (so knees 90°). Take into account varying heel height.

### Seat depth

Slide the seat forwards or backwards so that 2 to 4 fingers fit between the inside of the knee and the front of the seat. This way you avoid pinching blood vessels or having too little support.

### Backrest

Adjust the backrest so that the bulge is approximately at the level of your belt.

### Armrests

Adjust these so that your forearms rest horizontally on the armrests and your shoulders are relaxed. Keep your arms as close to your body as possible. If your chair does not have armrests, rest your arms on your tabletop while typing. When doing so, slide the keyboard and mouse further back than you would otherwise do.



## 2. The desk

### **Desk height**

Your desk is at the correct height if the desktop is level with the armrests of your chair.

### **Keyboard**

Use your keyboard as flat as possible (so with keyboard legs folded). Position the keyboard so that you can type while your arms rest on the armrests. Be careful not to stretch your arms to reach your keyboard. The mouse should be as close to your keyboard as possible.

### **Display**

Preferably place the screen at right angles to the window and at some distance (this way you don't look at the (sun)light). Avoid reflections of sun or lamps in your monitor. Make sure your monitor is straight in front of you; this prevents a twisted position.



Put your display back so far that it is about 60 to 70 cm from your eyes. The height is correct when the top of the glass is about eye level or slightly lower. If necessary, use a stack of books to achieve the correct height.

### **3. Using a laptop**

Many colleagues are working from home using their TU laptop. However, working for more than 2 hours a day on a laptop without the right accessories is bad for your posture and therefore not allowed. Below is a description of what you need to do in order to be able to work ergonomically using your laptop.

#### **Mandatory accessories**

- Separate screen
- Separate keyboard
- Separate mouse

#### **Laptop as second screen**

If you wish to use the laptop as a second screen, the use of a laptop stand is mandatory. Position the stand in such a way that the laptop screen is as close as possible to the extra screen (at the same distance and height).

#### **Any questions?**

If you have any questions about your home office that are not answered in this document or if you need special facilities (such as an adapted chair), please contact your [HSE advisor](#).