

## **Health and safety tips to work from home as well as possible.**

In the current situation, it is not possible to offer you a health & safety check of your work station at home, which we normally provide in the workplace at Tilburg University. We ask for your understanding. Instead, we would like to give you some tips to work from home as well as possible.

### **1. Fixed workplace**

Choose a fixed place in the house where you will work. Whether that's the corner of the dining table or a workplace in study or bedroom.

Preferably choose a spot at right angles with the window. If you are bothered by glare or light reflection on your screen, you may want to close the curtains a little.

### **2. Provide sufficient lighting above your workplace**

Reading a document requires different lighting than working with a computer. An extra reading light can ensure that you can read your documents properly.

### **3. Cushion on your chair helps you to get a more relaxed posture**

Do you have an office chair at the dining table? A good adjustable chair would be ideal, of course. It is also fine if you pick up your office chair on campus and use it at home in the coming period (you can report this to the Security department between 09:00 and 11:00 AM).

Settings of your adjustable chair:

- Adjust the armrests of the chair to such a height that they comfortably support your arms.
- Then adjust the height of the seat, so that the armrests are level with the work surface.
- Does that make you sit too high (top of your seat should come up to your kneecap)? In other words, do your legs dangle? Then provide a footrest. A sturdy shoebox, children's stairs or just a well-positioned footrest.

What if you do not have an adjustable chair? Then try to raise the seat of the chair you are using (for example with a cushion). This will allow your underarms to rest on the table without the need to raise your shoulders too much. (Dining) tables are often too high for computer work.

Make sure you push your belly against the table and let your arms rest on the table. Again, the tip to support your feet if you get too high.

### **4. Raise your laptop with books**

If you work on a laptop for more than 120 minutes a day, it is advisable to use a **laptop stand**, a **compact keyboard** and a **mouse**. The Occupational Health and Safety Act contains a guideline stating that if you work with a computer for more than 120 minutes, it must be possible to set up the monitor and keyboard independently of each other. The separate keyboard, the separate mouse and the raising of the screen create a more relaxed working posture and less chance of health complaints.

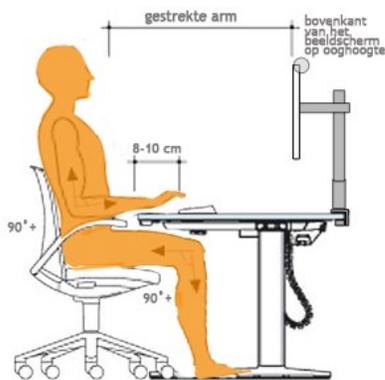
If you are using a separate monitor, set it to the correct height. Set your monitor at about an arm's length away. If you don't have a separate monitor or a laptop stand? Then place your laptop on an elevation (e.g. on a pile of books). This will reduce the strain on your neck and shoulders.

## 5. Support of the arms

Leave the arms well supported on the table with the keyboard a little further away. But keep the back straight and avoid hanging forward. Avoid typing with your arms outstretched. This causes increased tension in the arm, shoulder and neck muscles.



Below is a picture that shows the most optimal setting for deskwork:



## 6. Standing work with high chair or ironing board

Alternate between sitting and standing during the day. You don't necessarily need an adjustable desk for this. Think, for example, of a Tripp Trapp chair that people with children probably have at home. You can adjust it to the perfect height. Put it on the table. You use the seat to place your screen or laptop screen. The bottom shelf, for the feet, is ideal for the mouse and keyboard. Make sure your arms rest nicely at a 90 degree angle and then everything will look perfect. The ironing board can help people who are not too big. Put it in front of the bookcase in which you place your screen at eye level. Your keyboard is then on the ironing board, which you put at the right height.



## **7. In contact with others**

For telephone calls, use ear phones, headphones, or the speakers. Skype for business has many facilities for working together. You can open a document on screen that you can both look at and, if you want, you can see each other via the video option.

Regularly phone or skype with people that you are also normally in contact with. Make app groups with your team to keep in touch, also for social talk. Skype is also very useful for team meetings.

## **8. Keep your day rhythm**

Try to structure your day and plan your hours. That will help you to remain productive. Take breaks, get some coffee, etc., just as you would normally do at the office. Get up regularly and walk around or do some exercises. The golden rule is to move for a minimum of five minutes every hour and do stretching exercises for ten minutes every two hours. Download the pause software WORK & Move in the Software Center. This indicates when you need to interrupt your work with the computer. More info: [Work & Move](#)

## **9. Tips for purchasing the right furniture for the workplace at home**

Would you like to exchange working at the kitchen table for a good desk and the right office chair? What do you pay attention to then? The supply on the market is enormous and therefore we advise you to use of the following standards:

### Office chair

It is important that the office chair meets two standards, namely the NEN-EN-1335-1:2000 and NPR 1813:2016 nl. Such chairs have various adjustment options with an appropriate adjustment range. This to ensure that the chair can be properly adjusted to your personal size.

### Worktable

The same applies to the worktable, which also has to meet two standards: NEN-EN 527-1:2011 and NPR 1813:2016 nl. It is important that work tables have a sufficient adjustment range: 64 to 130cm for a sit-stand table and 64 to 86cm for a sit-sit table (both measured floor to top of worktop). Good desk work with PC and writing surface requires a minimum size of 120 x 80cm. When purchasing the worktable, it is also important that you look at the location of the worktop's support beam and how thick it is (support and worktop together < 5cm). Make sure it is not at the front but in the middle (even better at the back). This support beam can often cause compression of the thighs when adjusting the optimal height of the worktable. Also choose for little contrast difference in colours and mirrored surfaces. Many contrast differences make it restless and tiring for the eyes.

### Contract furniture University

Price and quality can vary enormously on the market. At a reduced rate it is possible to purchase a workbench and chair through our regular supplier. Information and prices are available at the following address: Erwin Schwering, send your mail to: [E.N.T.A.Schwering@tilburguniversity.edu](mailto:E.N.T.A.Schwering@tilburguniversity.edu)

It is possible that you, as a bridging, temporarily want to make use of the right furniture and then you can also rent the furniture through our regular supplier. Erwin Schwering can also tell you more about this.

Do you experience problems with working from home in any area? Then discuss this with your supervisor.

If you have questions about the layout of your workplace at home or if you experience health problems, please contact the [screen consultants](#) of your organization-unit the [Health & Safety & Environment expert](#) at the University.

If you want to know more on applications that you can use and how they work, see:  
<https://www.tilburguniversity.edu/intranet/workplace/working-home>

For IT support, please send an e-mail to [itsupport@tilburguniversity.edu](mailto:itsupport@tilburguniversity.edu) , or call **013-4662222**.