

## **Health and safety tips to be able to work from home without aches and pains**

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. Instead, we would like to give you some tips to work from home as problem-free as possible.

1. Choose a fixed place in your home as your workplace. It does not matter whether that is a corner of your dining table or a place in your 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 can draw the curtains a little to prevent eyestrain.

2. Make sure there is enough overhead light.
3. Do you have an office chair at the dining table? A good adjustable chair would be ideal, of course. It is OK to come to the campus and fetch your office chair to use at home for as long as you need.
  - 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.
  - If necessary, place something under your feet so that your thighs are supported by the chair in a comfortable, horizontal position.

What if you do not have an adjustable chair? Try to make the seat of the chair you are using higher, for instance, by sitting on a cushion. This will allow your underarms to rest on the table without the need to hunch your shoulders. Dining tables are often too high for computer work.

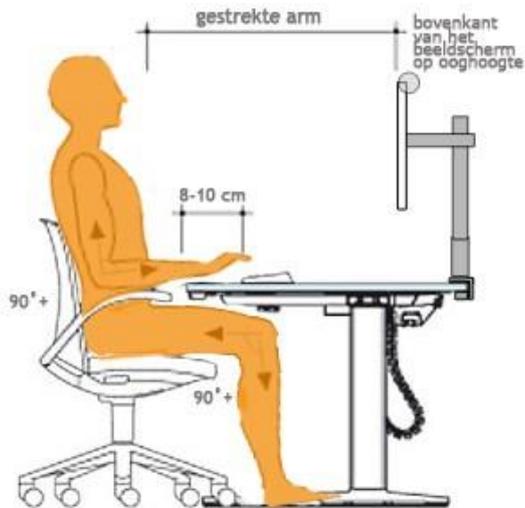
4. If at all possible, use a separate keyboard, a separate mouse, and a separate monitor.

Rest your arms comfortably on the table with the keyboard pushed away from you. Keep your back straight and do not lean forward. Do not type with your arms stretched. This puts a strain on the muscles in your arms, neck, and shoulders.

If you use a separate monitor, adjust it to the right height and place it at arm's length distance. If you do not have a separate monitor, place your laptop on a pile of books until the top edge of the screen is somewhat below eye level.

If you use a separate keyboard and a separate mouse and place your laptop on top of some books, you create a more relaxed work posture and reduce the risk of aches and pains. When you work on a laptop, be even more on the alert about relaxing the muscles of your neck and shoulders and exercise regularly to ensure good blood circulation of your muscles.

Below is a picture that shows the most optimal setting for desk work.



5. For telephone calls, use ear phones, headphones, or the speakers. Skype 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.
6. 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 Ctrl WORK in the software center. It tells you when to take breaks and do exercises.
7. 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.

If you experience any problems working from home in any way, please discuss them with your supervisor.

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

