

Home Office Ergonomics - Initial Process

First Steps for People Leaders and Safety Professionals

The current circumstances are similar to moving your entire office staff into an existing building where you believe everyone has a chair and work surface but you can't be sure if they have established a safe set-up. What can you do to mitigate the risks? As a start, you may find some value in the [Job Hazard Assessment](#) we use for our home office staff. To address ergonomics, we recommend the following ...

1. MoveSafe Breaks

Movement. Encourage everyone to take frequent refresh breaks to undo the negative effects of seated work - especially when set-up and postures are not optimal.

Lead by Example. Include refresh breaks in team meetings.

2. Optimize Set-up

Initial Set-up. Provide your staff with information (and access to help) so they can use their available equipment to create a setup that encourages healthy posture.

Free Tools. Use our free [set-up guide](#) to get started.

3. Equipment Options

Accessories. We recommend everyone using a laptop get a separate keyboard and mouse.

Equipment. If this continues, you will need to decide what equipment you will make available and how you would prioritize individual risk.