



DON'T LET WORKING FROM HOME BE A PAIN IN THE NECK — OR BACK —

WITH THESE ERGONOMIC TIPS

from the
Workplace Experience team



WORKSPACE TIPS

- 1 Create a dedicated workspace.** Set up a safe, ergonomically sound workspace to consistently revisit each day.
- 2 On a laptop?** Use books or small boxes as risers along with a wireless mouse and keyboard to help maintain good posture.
- 3 Place your monitor for maximum comfort.** The top should be at or slightly below eye level and roughly arm's distance away.
- 4 Stand during Webex meetings.** Try setting up a standing workspace and stand for 20-30 minutes at a time.
- 5 Move around!** Take a short walk around your living space or – if you have one – your yard or garden.



GOOD POSTURE TIPS

Practice good posture...

A ...while sitting: Keep your wrists as straight as possible, elbows and knees bent 90 degree. Use pillows to support your lower back as needed.

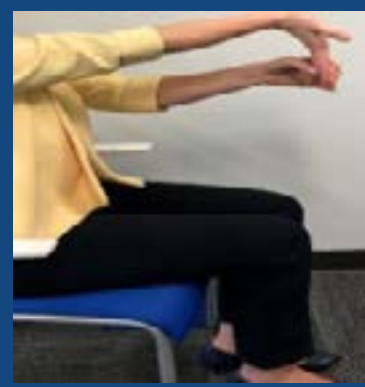
B ...while standing: Stand straight, keep your feet shoulder-width apart and your weight evenly distributed.



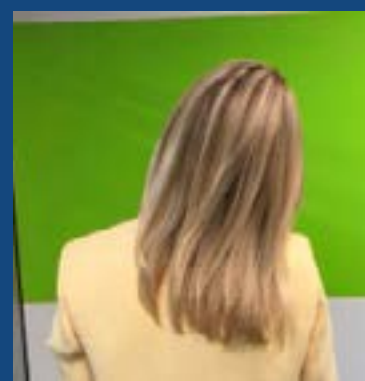
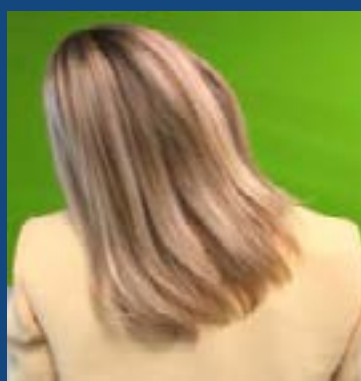
STRETCHING TIPS

Take breaks to stretch! It will increase blood flow and relax your muscles. Practice stretches* for your neck, your sides, forearms and wrists to prevent stiffness.

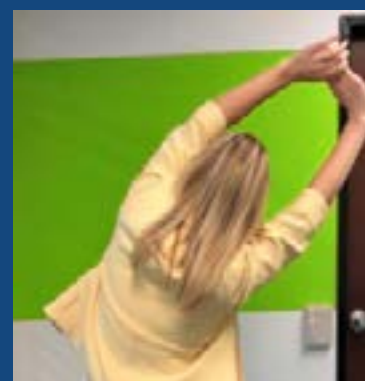
1 Forearm/wrists: Using your left hand, pull fingers towards your body, while keeping your right arm straight. Repeat for both wrists.



2 Neck: With shoulders relaxed, shoulder blades pulled straight down your back, looking straight ahead, lower your left ear to your left shoulder until you feel a slight stretch in the right side of your neck. Repeat on right.



3 Shoulder and sides: Reach hands to the sky. While keeping pelvis locked, SLOWLY bend to the left from the waist and reach arms to the left until a slight stretch is felt in the right side of the body. Repeat for other side.



*If you have a pre-existing condition, consult your doctor for specific stretches tailored to your condition.

For more information about office ergonomics,
contact ofcergo@ford.com.

Search for "Working Remotely" on Webex Teams.

