

Hotdesking or Laptop Use: Good Working Posture

10 Steps to Good Working Posture for Hotdesking or Using your Laptop

1. Find a stable work surface (ideally at sitting elbow height)
2. Ensure the area under your desk is not obstructed.
3. Pull your chair in.
4. Adjust the chair so that:
 - Forearms are parallel to desk when your upper arms are at your side (2)
 - Your lower back is well supported
 - Your spine is in an S shape.
5. Your feet should be well supported on the floor (3). If not, use a footrest.
6. Adjust the screen so that the top of the “active” screen is at eye height or a bit lower. If you are using a laptop you will probably need a screen raiser for this (see below).



Use a “laptop kit” with separate keyboard and mouse when using a laptop



7. The screen should be central to you and at a comfortable distance from your eyes.
8. Position frequently used items within easy reach and centrally
9. Place your keyboard and mouse so that your elbows are about 90° when in use. If using a laptop you should ideally use a separate keyboard and mouse.
10. Take regular breaks.