



MILDURA SENIOR COLLEGE
a pathway to the future

Tips for setting up a Work Space at Home

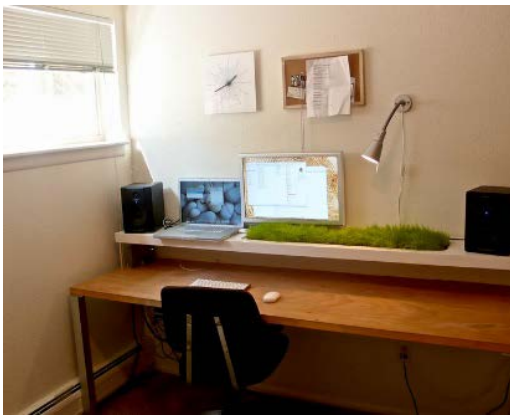
Identify what you need

- It is best if you can set up an area on a table or desk that you are able to leave your work and walk away for a rest, or even leave until the next day. You don't want to be setting up each day.
- Do you need a power source for your computer or device?
- A good chair that you will be comfortable sitting on.
- Space to use a computer and also space to write on paper without shuffling things around too much.
- Do you have enough stationary to get you through – no need to panic buy! Collect what you have at home.
- If you don't have a desk, what table can you use other than the kitchen table?



Choose an area

- Consider the light.
- Try to choose somewhere that you won't be distracted or disturbed, where you can have online meetings with as little interference as possible from others.
- Think about what students will be able to see around you when you have online meetings!
- If possible, choose somewhere that you can close the door and walk away when necessary.
- Does the area have a good connection to the internet?
- Separate your work space from your personal life and relaxation space if possible. Give yourself a break!



OH&S of your work space

- Your comfortable chair should allow your feet to touch the ground and your posture to be tall.
- Your desk should be high enough that when sitting at your chair your arms and wrists should be able to rest comfortably on the desk, you shouldn't be rounding your shoulders or hunching over or reaching up to access your keyboard or laptop.
- The way your space/desk is set up should look like all items are accessible without twisting or turning your body to access books or materials - your back needs to be protected.

