

## Remote Work and Home Office Ergonomics

Use this checklist as a guide to help you set-up your remote work location and to ensure your health and safety.

### Safety List

#### Location

- Workspace is away from noise, distractions, and is devoted to your work needs.
- Workspace accommodates workstation, equipment and related materials.

#### Electrical

- Sufficient electrical outlets are accessible
- All outlets are covered and in working order
- Equipment should be placed close to electrical outlet
- Electrical cords/wires are placed so that there are no tripping hazards

#### Fire Safety

- There is a working smoke detector in the workspace
- A home multi-purpose fire extinguisher, which you know how to use, is readily available
- You have an evacuation plan so you know what to do in the event of a fire

#### Work Surface

- Work surface should be at a height that allows the employee to write without extreme bending over or lifting of the arms and shoulders
- Work surface is able to support weight of computer equipment and related support materials

#### Keyboard

- Keyboard height should allow the employee to type and mouse with arms at 90 degree or greater angle without lifting shoulders and allow for straight wrists.

#### Computer Screen

- Screen is about an arm's length from the eyes and tilted back 0-20 degrees from user's eyes
- Top of viewing screen is at or below the user's eye level
- Images on screen are sharp, easy to read, and there is no glare on the screen face
- Screen contrast and brightness are adjusted for the best reading of typed characters on screen

### **Workspace Illumination**

- Lighting is not so bright that it causes glare on the computer screen
- Lighting is not so dim that it causes user to strain when viewing screen
- Screen is located away from the window and/or is perpendicular to window and its plane
- There are no reflections on the screen from windows or overhead lights
- There is no light shining directly into user's eyes
- Task lights are used for source documents and positioned to avoid glare on the screen

### **Chair**

- Chair is adjusted so that knees are at a 90-degree angle, feet are flat on the floor or footrest, and elbows are at the same height as the keyboard.

## ERGONOMICS



Poor posture can cause many body issues, including back and neck pain, muscle degeneration and even lowered metabolism. Proper ergonomics can set you up for better health.

### YOUR SEAT

#### SEAT SUPPORT

Good seat support will support your upper and lower back. Adjust the lumbar on the back of your chair for comfort. If needed, add a lumbar pillow.

#### SEAT BACK

Your seat back should be straight up and down with only a slight recline. Adjust lumbar if needed.

#### SEAT HEIGHT

Adjust the height of your seat so your forearms are parallel with the desk. This will reduce strain on your arms and wrists. Your feet should be flat on the floor or fit comfortably on a foot rest.

### SITTING AT YOUR DESK



### YOUR DESK

#### SCREEN

Your monitor should be an arms length away. Adjust the height so the top of the screen is at eye level. Adjust the angle and lighting to minimize glare. If you have dual monitors they should be side by side.

#### KEYBOARD

Your keyboard should be centered in front of you to avoid overstretching fingers. Use wrist rests during pauses but never while typing. To ease the strain on hands and wrists keep it flat on the desk or holder, never slanted.

#### MOUSE

Keep your mouse as close as possible. Wrists should be level when using a mouse, not tilted up or down.

### YOUR BODY

#### HEAD

Your head should look straight ahead so your neck is not bent for long periods of time. Never tuck your phone under your neck while talking.

#### EYES

Focus your eyes on an object at least 20 feet away for 20 seconds every 20 minutes throughout the day to reduce eye strain. Remember 20/20/20!

#### ARMS

Keep elbows tucked in close to your body and at 90-degrees when using the keyboard or mouse.

#### KNEES

Tilt your seat so that your knees are level with or slightly lower than your hips. Keep knees slightly away from back of chair and bent at 90% to the seat, if utilizing a foot rest 45%.

#### FEET

Your feet should be firmly planted flat on the floor or placed upon a foot rest.

## ADDITIONAL CONSIDERATIONS FOR STANDING DESKS

### TIMING

Stand for short periods of time with a maximum of 20 minutes per hour.

### POSTURE

Stand straight and do not lean on anything for support. Your arms should be 90 degrees to the top of the workstation.



### SCREEN

Your monitor should be 20-30 inches from your face and tilted so it's angled up slightly.

### KEYBOARD

Your keyboard should be lower than your monitor to avoid neck strain and sit slightly below elbow level.

## ADDITIONAL TIPS

### WEAR



If you need prescription glasses make sure you wear them. This can protect your eyesight from further damage and prevent headaches.

### CUT



Keep your nails cut short if you do a lot of typing. This can prevent unnecessary strain on your hands and wrists.

### DRINK



Drink water throughout the day. It's good for you and forces you to get up and move around every couple of hours.

### THINK



Think about your general comfort. You are more likely to function better if you are comfortable.