ERGONOMIC TIPS FOR WORKING REMOTELY

With more employees working remotely, it is important to set up your home workspace to prevent injury and discomfort. By incorporating ergonomics into your space you can improve your efficiency and productivity by being comfortable and prevent unnecessary stress to your body.

Seating Tips

- **Hands, wrists, and forearms** are straight, in-line and roughly parallel to the floor.
- **Head** is neutral, no chin up or chin down, forward facing, and balanced. Generally it is in-line with the torso.
- **Shoulders** are relaxed and upper arms hang normally at the side of the body.
- **Elbows** stay in close to the body and are bent approximately 90 degrees.
- **Feet** are fully supported by the floor or a foot-rest.
- **Back** is fully supported with appropriate chair and/or lumbar support when sitting.
- **Thighs** and hips are supported by the seat and generally parallel to the floor.
- **Knees** are about the same height as the hips.

Arrangement Tips

- Avoid cradling the telephone with your head/neck for any extended period of time. Use speaker phone or a headset instead.
- Reduce glare by re-positioning monitor parallel to the windows, reducing overhead lighting, using window blinds, tilting the monitor screen to a natural position or using antiglare filter.
- Move frequently used items within easy reach to stay within “usual work” and “occasional work” zones. If you need to reach the overhead bins, stand up and use two hands to pull materials.

Click here for Ergonomic Laptop Tips

TO PREVENT DIGITAL EYE STRAIN

| TAKE A 20 SECOND BREAK | EVERY 20 MINUTES | LOOK AT SOMETHING 20 FEET AWAY |

Stand up, move and stretch every 30-60 minutes if possible. This allows you to use different muscles in your body and improves your circulation.