

Impact What Matters.

Ergonomic Tips While Working from Home

By Employer Flexible Risk Department

As more organizations encourage and require *remote work*, it is important to ensure that you are following safe work practices at home. OSHA has provided a checklist to reference for a safe and comfortable workspace.

It is recommended to follow some commonsense guidelines, which can help ensure you have a proper ergonomic set-up in your at-home workspace.

Chair and Desk

- Refrain from leaning in towards the monitor. Instead, sit with your back against the back rest of your chair.
- If needed, you can use a rolled up towel as temporary lumbar support should your home chair not provide the lumbar support.
- Keep both feet flat on the floor and use a small step stool if needed.
- If possible, position adjustable armrests so they support your lower arm and allow your upper arm to remain close to the torso. If not, ensure your forearms are resting at a 90 degree angle.



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Monitors

- Swivel your chair so you face the monitor straight-on and ensure that it is at least 20 inches away to arm's length.
- The top line (tool bar) of your monitor should be at or below eye level.
- If possible, place monitor perpendicular to a window.
- Look away from your monitor to focus on objects that are farther away and blink at regular intervals.

Keyboard and Mice

- Try to keep your wrists floating above the keyboard so your hands can easily move to reach far keys (e.g. the G or H keys) rather than trying to stretch your fingers.
- Learn keyboard shortcuts to reduce the need for multiple keystrokes.
- Try to limit your wrist movement: move your forearm and pivot with your elbow.



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Remember to:

- take frequent breaks to
- get water – stay hydrated,
- stretch and do small exercises or gently rub your muscles.
- Wash your hands on a regular basis (for 20 sec)
- Repeat breaks throughout the day, even if it's rolling your neck around, reaching up to the ceiling or walking around the office to stretch your legs.
- Some exercises for you to do.....

