

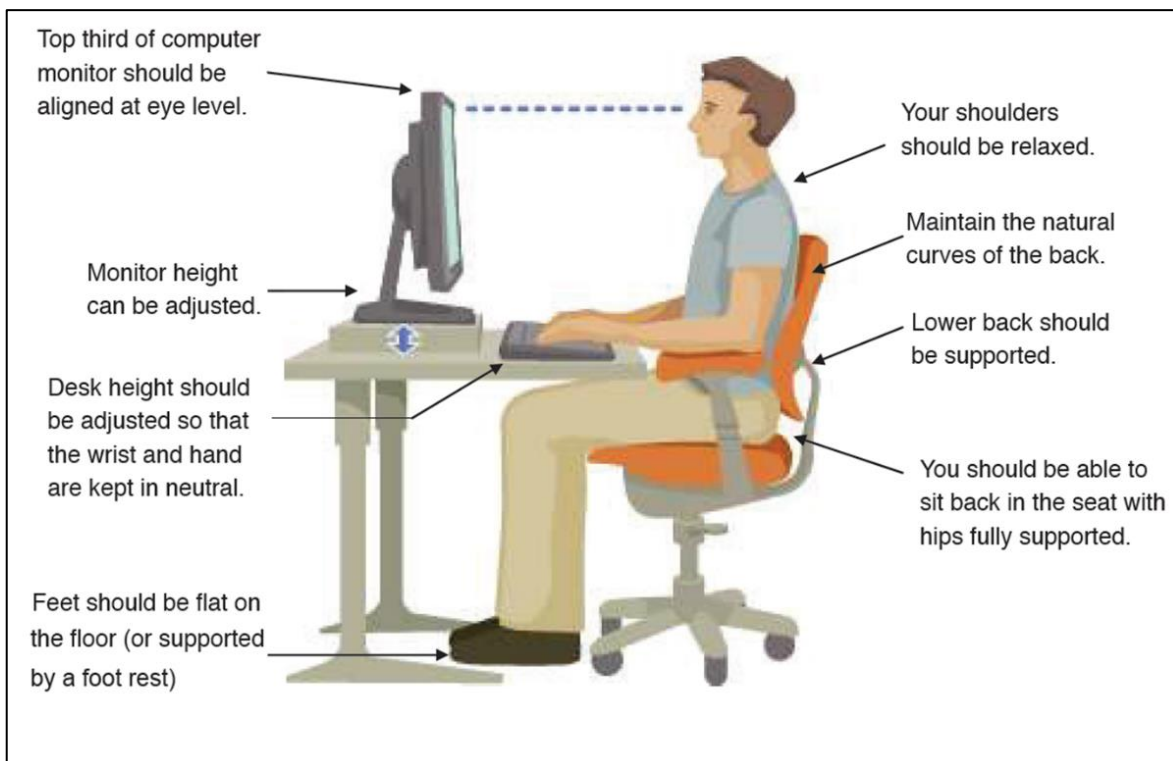


Telecommuting Ergonomics

Working from a workstation that is set up for your body is important to achieve optimal productivity when working remotely. Below is information to help set up an ergonomic workstation.

- Keep your body warmed up to improve blood flow, keep muscles moving, and take breaks to rest your eyes and incorporate different types of movements.
- Adjust your chair, work surface, keyboard platform, keyboard, and mouse to maintain good posture.
- Place your monitor(s) at an eye level that does not require excessive head movement.
- Sit in a comfortable upright position with your feet flat on the floor or a footrest, thighs fully supported by the chair seat, and no pressure on back of the knees.
- Alternate tasks throughout the work shift. For example, stop using the keyboard, lean back, and proofread your work; stand up and walk around; or make phone calls.
- Place a document holder next to your computer screen at approximately the same angle and height of the screen.
- Maintain a comfortable temperature, good air quality, and adequate air circulation at your workstation at all times.
- Don't forget to get adequate rest, exercise regularly, and maintain a healthy diet.

Consider the following guidelines when setting up an ergonomic workstation:





Seated Workstation Guidelines:

- Proper posture is the key to good ergonomic workstation setup. Make sure the ears are aligned over the shoulders and the shoulders are aligned over the hips.
- The computer monitor(s) and other important documents need to be directly in front of the user.
- If you wear bifocals or progressive lenses, adjust the monitor height so that you align your eyes with the top of the viewing screen.
- Use a telephone headset if you use the phone frequently. Do not cradle the phone between your head and shoulder.
- Avoid sitting for long periods of time. Stand, stretch, and move about to avoid static postures. Take a microbreak and move around at least every 20 to 30 minutes.



The mouse should be positioned close to the user.

The wrists should be maintained in a neutral position.

References and Resources

- Graphics from TherapySouth
- For more in-depth guidance see the Computer/Electronic Accommodations Program's [Workplace Ergonomics Reference Guide](#).
- See this [video](#) on workstation setup and warm up. Viewing may be limited on your PC using the company network; however, you can view this video from your smartphone or tablet.

Attachments








- Attachment 1: Workstation Ergonomics Check List
- Attachment 2: Office Warm Up Program



Attachment 1: Workstation Ergonomics Check List

1. Is the workstation adjusted so that your wrists are in a neutral position (not bent up or down)?
2. If documents are referred to, is there an adequate document holder?
3. If telephone duties are performed, is a headset, phone rest, or speakerphone used?
4. Are your most frequently used items within easy reach?
5. Is the top of your monitor parallel to your eyes?
6. Is your monitor screen placed in such a way that light from windows and overhead lighting does not cause glare? If not, are glare screens used?
7. Are you able to operate your mouse without extended, long duration, or repetitive reaching?
8. Is your mouse on the same plane as the keyboard and in a comfortable position?
9. Is the seat height adjustable so that the entire sole of your foot rests on the floor or footrest, and the back of the knee is slightly higher than the seat of the chair?
10. Does your chair have five or more legs?
11. Are the lighting levels in your workspace comfortable?
12. Is your workspace free from excessive heat, cold, vibration, and noise?
13. Do you take short breaks, get up, and move around while working?

Attachment 2: Office Warm Up Program

 <p>Chin Tucks</p> <p>Pull chin directly back and hold 3</p>	 <p>Marching</p> <p>Lift knees waist high alternating legs. Repeat 20 times</p>	<p>Shoulder Blade Squeeze</p> <p>Squeeze shoulder blades together Hold 3 seconds. Repeat 10 times</p> 
 <p>Hamstring Stretch</p> <p>Extend one leg out in front and gently bend forward until a stretch is felt in the back of your leg. Hold 15 seconds and switch legs.</p>	 <p>Head Turns</p> <p>Turn head side to side. Repeat 20 times</p>	 <p>Back Extension</p> <p>Gently lean back and hold for 10 seconds 3 times</p>
 <p>Wrist Flexion</p> <p>Gently pull wrist down with arm extended. Hold 15 seconds and switch hands</p>	<p>Exercises should be gentle and pain free</p> <p>Perform at start of shift and after break</p>	<p>Wrist Extension</p> <p>Gently pull wrist up with arm extended. Hold 15 seconds and switch hands</p> 