

## ➤ Ergonomics Tips *For Remote Workstations*

More and more, public agencies are offering alternative work schedules. Many of these include an option to work remotely.

Whether working from home or the office employees must maintain neutral body postures to prevent fatigue and soft tissue injuries. This safety talk will give you tips to maintain neutral postures when working remotely.

### LOCATION

Select an area that is conducive for work. It should be quiet with minimal distractions. Ideally, your remote workstation will look like the one at your office.



### LEGS

Start with your feet flat on the floor. Adjust the chair height until your thighs and feet are parallel to the ground. Your knees should be bent at an angle somewhere between 90° and 120°.



### How?

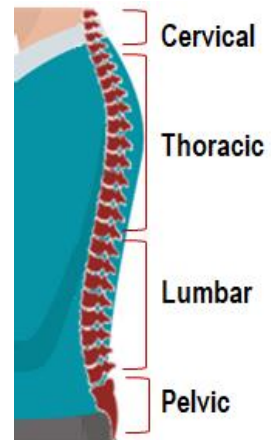
- **Avoid working on the couch and floor!** Invest in a standard task chair with the following adjustment features: chair height, back angle, seat pan tilt, arm rest height, and seat pan depth.
- If the chair must be raised to reach the table/desk, use a footrest to maintain a 90° knee bend. In place of a footrest, use a cushion or a few books.
- If using a dining room chair, place cushions on the seat to protect your tailbone.

### BACK

The neck/cervical area should be aligned with lumbar support. Avoid twisting in the trunk area.

### How?

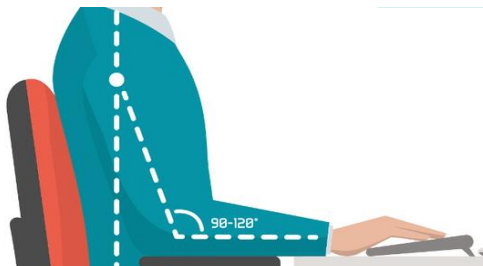
- Adjust the chair's backrest and lumbar support to be able to relax into the backrest while maintaining an upright position.
- If using a kitchen chair, use pillows to achieve the proper alignment.



# Remote Workstation Ergonomic Tips

## ARMS & WRISTS

Next, ensure the best posture for your upper body. Keep your arms close to your sides with your shoulders relaxed and elbows bent at about 90°.



### How?

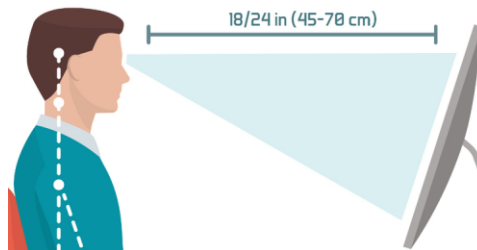
- Adjust the chair height and/or keyboard height to allow for a 90° elbow bend.
- If you adjusted the chair height, recheck your leg posture. Is it still somewhere between 90° and 120°?
- The keyboard should be flat. Lower the “kickstands,” if necessary.
- Try to keep your elbows in line with your shoulders and ears while typing. This may feel awkward at first, but in time, it will feel second nature.
- Keep your wrists straight and relaxed. Pretend your wrist is in a cast when mousing. This forces you to use your larger forearm muscles instead of tiring your wrist.



- Use a wrist pad to avoid contact stress from resting on a hard surface

## NECK

Your neck should be relaxed with minimal bending up, down, or side-to-side.



### How?

- The top of the monitor should be at eye level and slightly titled. If wearing bifocals, lower the monitor an additional 2-3 inches below eye level to prevent tipping your head back when reading.
- When using a laptop, use a separate monitor or use a laptop riser to ensure a neutral position. This requires the use of a separate keyboard and mouse but is strongly recommended.



- Avoid cradling the phone. Use a headset or the speakerphone feature instead.
- When viewing your cell phone try to reduce your neck bend. A 60° neck bend places 60 lbs. of pressure on your spine.



This *Safety Talk* provides awareness level training on office ergonomics. If this information is unclear or if you have any additional questions, please talk to your supervisor.