



# Telecommuter Ergonomic Tips

Setting up an ergonomically correct work area is critical to ensuring that you are working in a safe and healthy environment. Do a self-check. Are you comfortable in your work area? Consider eyes, neck, shoulders, back, wrists/hands, stomach/digestion, legs/ankles/feet. If not, consider:

## Chair

- The backrest should fit snugly against your back
- Forearms should be parallel to the floor
- Feet rested firmly on the floor with 3–6 inches between your lap and desk

## Work Area

- Top of the computer screen is at, or below, eye level
- Screen is 18–30 inches from your eyes
- Keyboard height allows wrists to be straight and relaxed
- Document holder is at same height and distance as your screen
- Supplies are arranged efficiently

## Lighting

- Reduce glare
- Control outside light with window coverings or screen angle
- Overhead lighting may be too bright; tilt/swivel screen or use antiglare filters
- Aim lamps at the document, not the screen
- Adjust screen for maximum brightness without blurring
- Ensure eyewear is appropriate for your needs

## Lifestyle

Telecommuting provides an opportunity to change some daily practices:

- Eat right; exercise daily
- Rest—strive for 8 hours of sleep each night
- Reduce stress: read a book, walk, meditate
- Practice good ergonomics in other aspects of your life
- Take mini-breaks: get up, move around periodically, set a timer if needed
- Stretch your back: squeeze shoulder blades together, bend forward
- Shake your arms and hands