

Basic Ergonomic Principles for Employees Working Remotely

Here are some tips and recommendations to help keep employees safe while working at home.

Always remember to take frequent breaks throughout the day to get up, move around and stretch, and stay hydrated with plenty of water. You may want to set an alarm to remind you to take a break!

Desktop Ergonomics

- Adjust monitor(s) so that the top of the screen is at eye level.
- Place mouse and keyboard on the same plane to avoid overreaching.
- Keep wrists/hands/forearms aligned and shoulders relaxed.
- Keep the monitor about an arm's length away and be aware of lighting and glare.

Laptop Ergonomics

- Find a chair that is comfortable, one in which you can sit back while positioning the laptop in your lap for the most neutral wrist posture that you can achieve.
- Utilize wireless keyboard and mouse whenever possible.
- Position and angle the laptop screen so that you can see it with the least amount of neck deviation (avoid static forward head posture).

Tablet Ergonomics

- If possible, don't hold a tablet for more than twenty to thirty minutes of continuous use.

- Use a stand with an external keyboard if possible.
- Three common grip methods of tablets are clipboard, flat palm, and thumb grip. Alternate between the grips every few minutes.

Smartphone Ergonomics

- Think about head posture! To keep your head upright, hold the device at chest height or slightly higher.
- Cross one arm over your chest to support the weight of your arm holding the smartphone to help with arm fatigue. The fatigue is also a good cue to take a break!
- Keep smartphone interactions short and sweet – under five to ten minute durations when possible. Save the longer interactions for your desktop (or laptop) computer.
- If talking on the smartphone, use wireless headphones to prevent having to use your arm to support the phone.