Ergonomics for Remote Work

How to Set Up Your Workstation

To improve safety, comfort and productivity anywhere

👁 Raise the top of your computer monitor to eye level

📏 Screen distance should be arm length (18-30" away)

💪 Keep elbows by your sides and supported by armrests

Maintain neutral wrists and keep forearms parallel to the ground

👣 Keep feet flat on the floor with thighs parallel to the floor
Leave 1-2" between calves and the edge of the seat

Using a Laptop?

Raise your laptop to eye level
Try a stand, box, or step stool

🖱 Use a separate keyboard and mouse if you can
Or use a monitor and type on the keyboard

🖥 If you have a laptop, monitor, and keyboard, move your monitor to side to act as a dual monitor
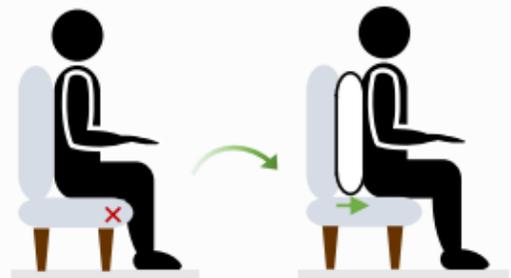
Sinking into a Deep Couch?

Use a pillow to shorten the seat.
A pillow or rolled towel can also be used for lumbar support.
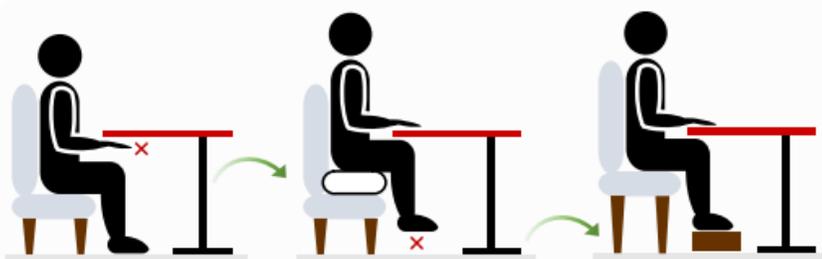
Work Surface Too High?

🛏 Use a taller chair or raise your seat with a cushion

📦 Use a footrest or box to support dangling feet

⌄ Type on a lower surface like keyboard tray, side table or lap desk
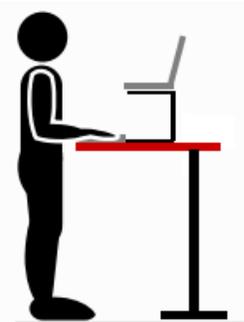
Prefer to Stand?

Find a counter or other tall surface

👟 Wear comfortable shoes

Try standing on a kitchen mat

Take a Micro Break 🕐 Every hour for five minutes

Get Moving	**Try Microbreak Exercises** When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. At the very least look away, stretch, get up, or walk. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries. Easy microbreak exercises include touching your toes, stretching your arms to the ceiling (you can lean left and right to stretch your sides too), or walking around.
Change Positions	**The Next Position is the Best Position** No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour. **Switch It Up** Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.
Check Your Posture	**Check in with Yourself** Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when using your mouse?*
Be Well	**Stay Hydrated** Remember to keep drinking plenty of fluids. Take opportunities for water breaks. **Take Care of Yourself** You can work more effectively and comfortable when taking care of all aspects of your health and wellness.
Protect Your Eyes	**Reduce Eye Strain and Fatigue** **20** Every 20 minutes of screen time **20** Look away for at least 20 seconds **20** At something at least 20 feet away **Hydrate Your Eyes** Remember to blink **Minimize Glare** Avoid facing or having your back to a window

What is Ergonomics?

Ergonomics is an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely.

Questions?

Submit questions to safety@ttu.edu on ergonomics.

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