

# Ergonomic Considerations for Telecommuters

Proper workstation design is important in maintaining comfort, increasing productivity, and preventing injuries. When telecommuting from home, set up your workstation by utilizing the following recommendations.



## Workstation

- Head and neck balanced and in-line with torso
- Shoulders relaxed
- Elbows close to body and supported
- Lower back supported
- Wrists and hands in-line with forearms and in a neutral position (not bent upwards or downwards)
- Keyboard/mouse directly in front of you at approximately elbow height
- Adequate room for keyboard and mouse
- Feet flat on the floor or footrest

## Monitor

- Keep the monitor in line with the keyboard
- Set the monitor at a distance between 18-30 inches from your eyes
- The top of the screen should be at or just below eye height
- The monitor should be in a location that reduces glare

## Chair

- Solid five castor based legs, a soft supportive seat with rounded edges
- Move easily across the floor
- Provide adjustable height, lumbar support, and padded armrests (optional)



## Laptop Computers

- Position the laptop at elbow height, and keep your wrists straight while typing
- If possible, add an external keyboard and mouse and follow the same recommendations as above
- If possible, in conjunction with adding an external mouse and keyboard, place the laptop on a stand, book or other surface that raises it to a height that you can see the screen without having to bend or rotate your neck

For additional information:

- Contact REHS at (732) 445-2550
- Visit OSHA's Ergonomic eTool at:

<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>