

Reducing Ergonomic Risks When Working From Home

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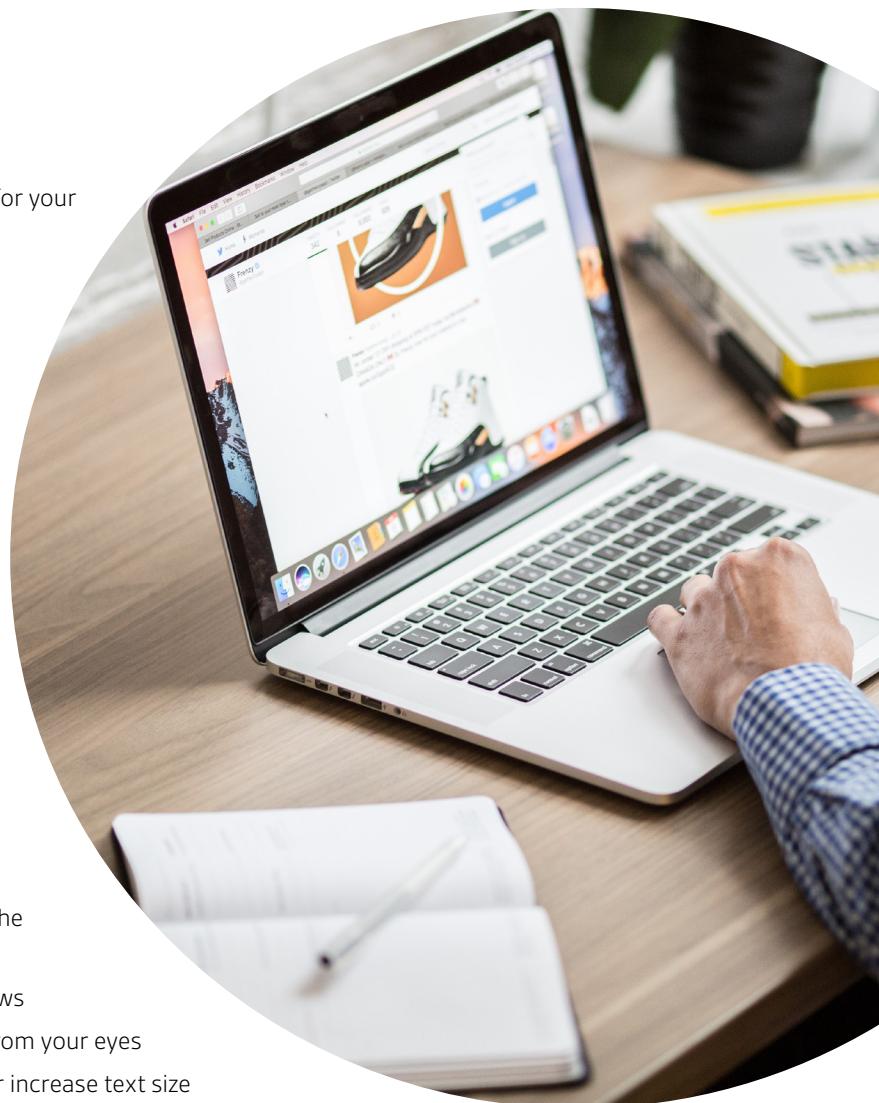
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Recommendations to Reduce Ergonomic Risk Factors for Working Remotely

Working remotely presents challenges due to the variety of locations an employee may choose to conduct their work – a dedicated office space in their home, a couch, dining room table, etc. Laptops help with mobility but often lead to poor neck, wrist, and back posture. Below are some guidelines for setting up a comfortable home workstation and maintaining healthy work habits.

Workstation Set-Up

- Use an external keyboard and mouse (preferably wireless)
- Choose an appropriate desk with the following features:
 - Adequate leg spacing and clearance
 - Large flat surface, at least 30" deep, that allows room for your computer equipment
- Chair selection guidelines:
 - Choose a chair with a height adjustment feature; raise the chair so the desktop is at the same height as your elbows, when your arms are relaxed at your sides
 - If the chair won't go high enough, sit on a pillow to elevate your body to the correct height
 - Make sure you have adequate lumbar support
 - If needed, place a small pillow or towel behind your back
 - If your budget allows, consider purchasing an ergonomic chair with adjustable height and tilt features
- Keep feet flat on floor; use a footrest (or sturdy container) if your feet are dangling
- Monitor positioning:
 - Use an external monitor or a laptop stand to position the top of screen at or near eye height
 - Use blinds or shades to block glare from nearby windows
 - Keep the screen approximately an arm's length away from your eyes
 - If you keep leaning forward, move the screen closer or increase text size

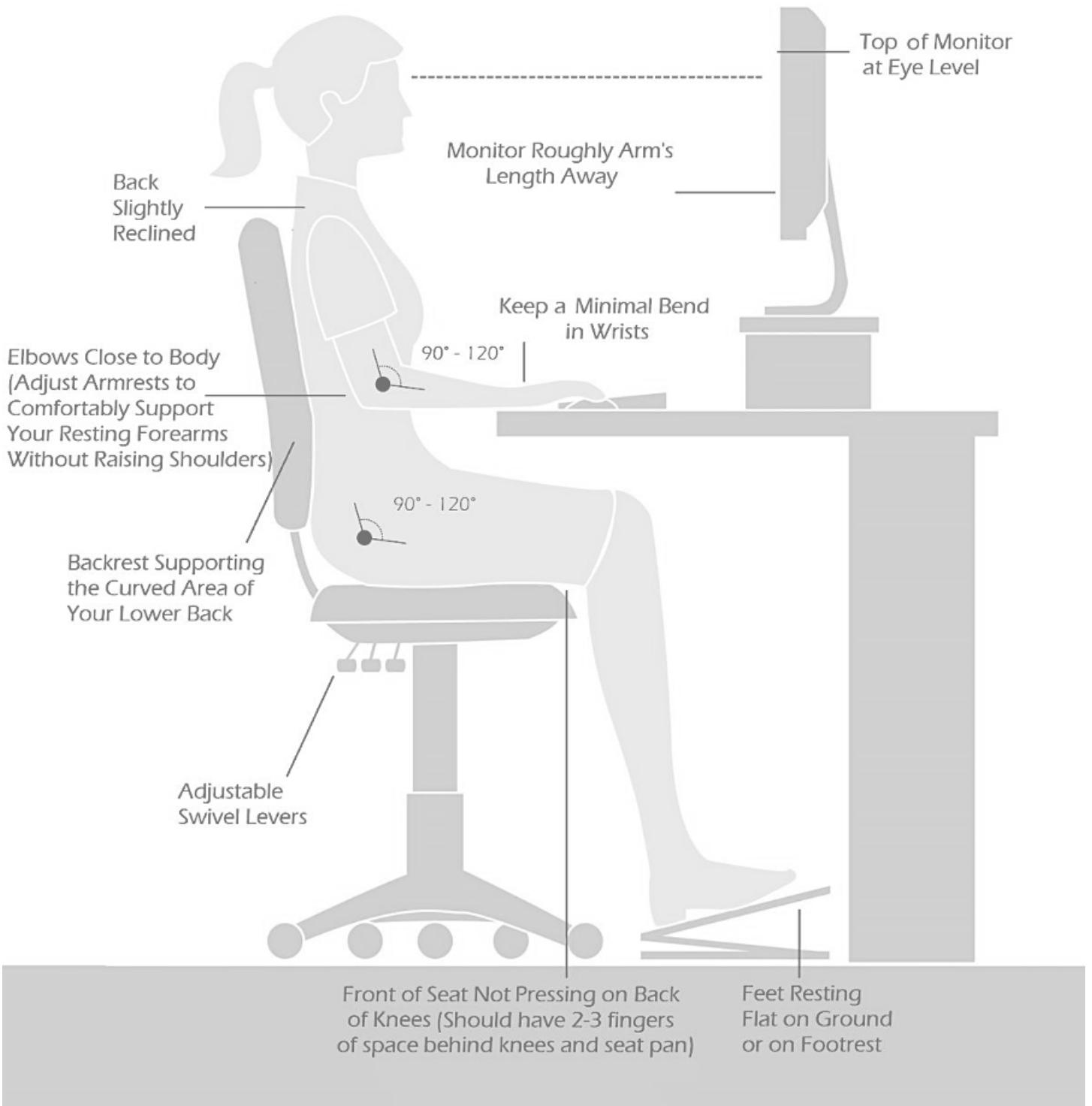


Work Habit Recommendations

- Find a quiet place to conduct your work, to help with concentration
- Get up and move around every 30 minutes
- Take your hands off the table and rest them in your lap periodically to allow your hands and forearms to relax
- If you have a bar height table or counter, switch to standing for a few minutes each hour
- Stay hydrated and eat healthy, nutrient dense foods
- Go outside a couple times a day for fresh air and sunlight and to improve circulation

Working on a Couch or Bed?

- Place a pillow behind your lower back and neck for extra support
- Set your laptop on a notebook binder or book to create a sturdy lap board
- Limit yourself to 30 minutes before moving back to a dedicated desk or table



FOR MORE INFORMATION:

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