

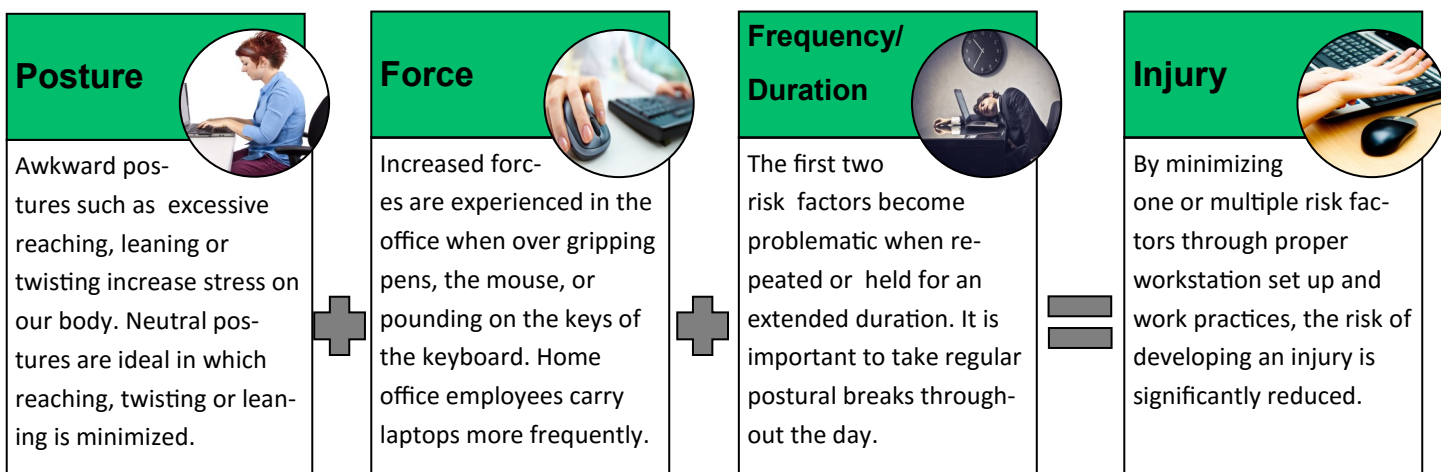
Ergonomics for Telework - The Home Office Employee

Why Ergonomics for the Home Office?

Proper ergonomic set up for the home office is just as important as in a regular office, if not, more important. Research has suggested that home office employees may be at a greater risk for musculoskeletal injury because the natural breaks and disruptions present in the regular office may not be present in the home. Furthermore, home office employees may work longer hours, carry items more frequently, or may not have appropriate equipment, placing them into awkward postures and increasing their risk for injury.

Physical Ergonomic Risk Factors for Injury

Risk for injury increases with increasing presence of number of types of risk factors. Presence of just one of the following risk factors below may not increase a risk for injury, however, the combination of multiple risk factors will.



Considerations when Choosing your Home Office Location

- Choose a location away from high traffic areas in the home to minimize noise distractions
- For safety purposes, ensure there are at least two exits (includes windows) and that walkways and floor are clear of tripping hazards
- Space should be a minimum of 6ft by 6ft to allow for adequate working space
- Ensure there are adequate electrical outlets for your needs
- Plenty of natural lighting should be available. If not possible, avoid tungsten lighting.
- Windows should have adequate coverings to minimize glare



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Chair Purchasing Checklist:

- Height Adjustable Seat
- 5-Caster Base
- Breathable Material
- Height-Adjustable Arms
- Adjustable Lumbar Support with a High Backrest
- Adjustable Seat Pan Depth (optional)
- Angle Adjustable and Locking Backrest

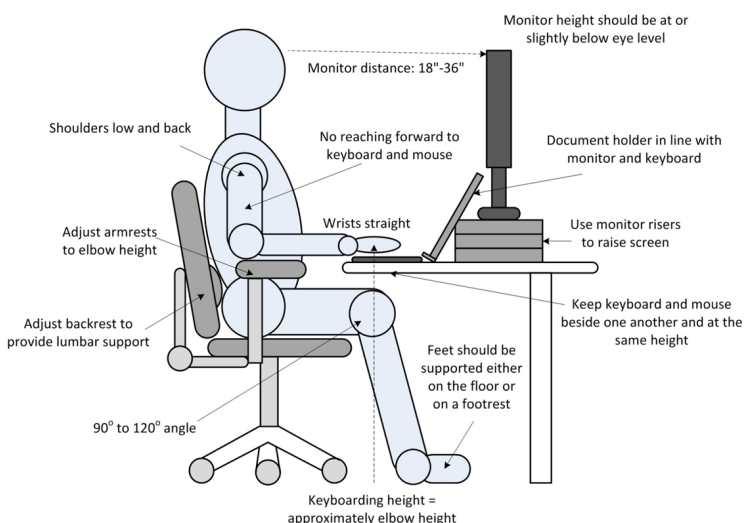


Recommendations for Desk Sizes:

Before purchasing a desk, it is important to consider how much equipment, and what type of work will be performed on it.

- 30" desk depth is recommended for multiple monitors, tasks that require paper work, and storage of scanners, printers, etc.
- Recommended desk width is 60" to provide adequate desk surface storage space and working area.
- If possible, desk height should be adjustable so it can be set to your seated elbow height (Standard height is 28-30").

Tips for Setting Up Your Home Office Furniture and Equipment to Minimize Ergonomic Risks for Injury



Refer to the diagram above for proper workstation set up in order to minimize the risk of injury.

Special considerations for the home office:



Place your computer & desk perpendicular to a window to minimize outside sources of glare



If you have a laptop as your primary computer, to minimize neck flexion, choose one of the following two options:

1. Position your laptop on a laptop riser
2. Use an external monitor



Note: Both options require the screen to be raised so the top is just below your seated eye level. It is recommended that an *external keyboard and mouse always be used.*



If the desk is too high, consider purchasing a footrest and raising the chair, or a keyboard tray which can be adjusted to your seated elbow height.



Employees working from home have less reasons to get up for a postural break. Make sure to get up at least once an hour to stretch and walk.



Desktop arrangement is critical to minimize reaching awkward postures. Frequently used items should be placed in the primary zone, occasionally used items in the secondary zone, and rarely used items can be positioned at the back of the desk.