



Ergonomics Tips for Temporary Remote Work

Risk Management - Environment, Health, and Safety

For those who find themselves working from home, here are some tips to follow to stay healthy and safe while using a computer.

Designated Space	Create space at a desk or table that can be dedicated for computer use. Avoid sitting on a bed or couch for long periods of time
Monitor	Use an external monitor. If using a laptop, place it on a stand or on books at eye level. Position the screen so you can easily read it (18"-30" away).
Keyboard and Mouse	Use an external keyboard and mouse and place the laptop on a stand or use an external monitor. Do not work directly on the laptop's built-in keyboard and mouse (potential risk of discomfort/injury).
Chair	Use a chair with back support and seated cushion. For a kitchen or dining chair, insert a seat cushion and roll up a soft towel or blanket to place in your low back area.
Phone	Use a headset, a speaker-phone or microphone/voice activation for cell phone texting. Use computer audio for conference calls. Don't brace the handset or cell phone between the neck and shoulder.
Lighting	Position your computer perpendicular to windows to reduce glare. Use lamps when needed. Keep in mind the monitor should be the brightest thing in the space
Plan your Day	Establish a schedule / routine. Create a process to check in with your team.
Drink Water & Take Breaks	Drink water consistently throughout the day. Take movement breaks every half hour and change postures when starting to fatigue. Take regular breaks away from your work space to eat lunch, drink water, and change your focus.
Consider Stretching/Exercising	Refer to Ergonomic Stretches & Exercises for examples and information.
Training	Take the on-line Cal State LA Golden Eagle Ergonomics (GEE) for help with real-time adjustments you can make at any workstation.
Supervisor	Work with your supervisor to discuss any equipment needs and telecommute agreements.
Long-term Telecommuting	Mirror your regular onsite workstation as much as possible. Consider investing in an adjustable task chair, desk, and external monitor.
Additional Resources	Refer to Cal State LA Ergonomics for additional ergonomics resources.



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Using a table or counter with your equipment at the right height for you, will place the least amount of strain on your body. Risk of injury decreases, and you can work longer and more efficiently.

