

BILLY BRONCO'S ERGONOMIC GUIDE TO WORKING REMOTELY

Ergonomics focuses on repetitive motions in the work environment which have the potential to lead to employee discomfort or injury.

Primary Risk Factors for Ergonomics Injuries

- Posture -- awkward, static positions
- Force -- lift, push/pull, grip, punch, carry
- Repetition -- frequency and speed over time

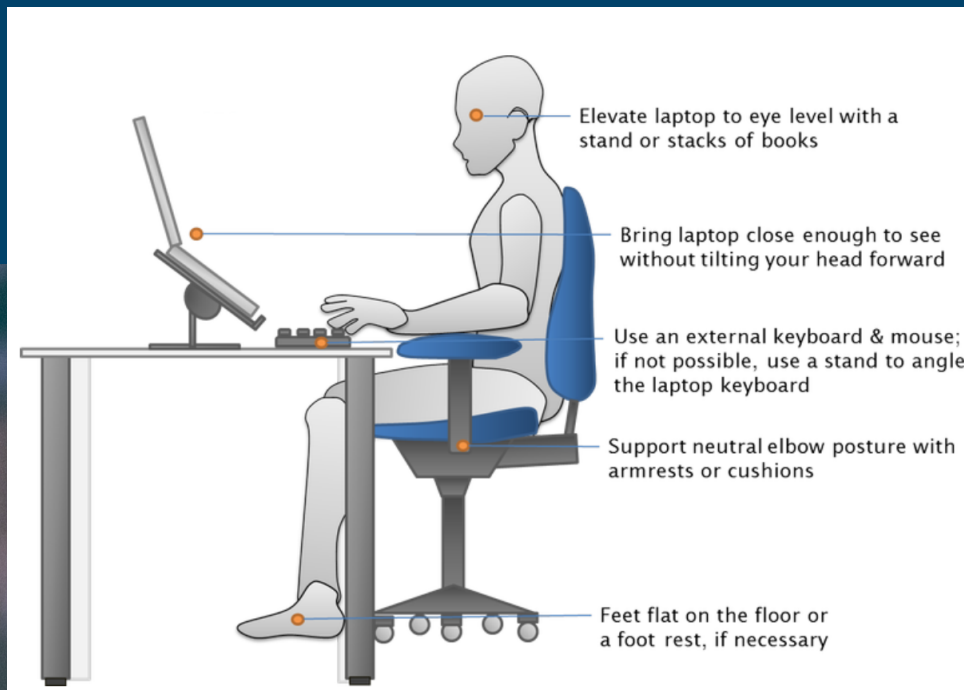


Risk Factors Modifiers

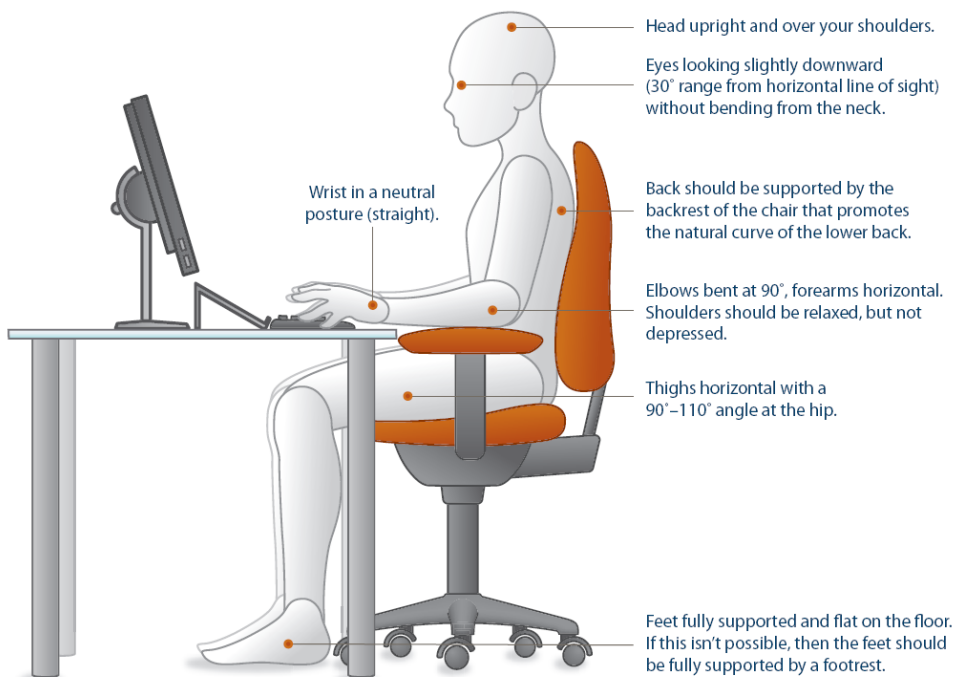
Risk of injury depends on:

- Duration of exposure
- Frequency of exposure
- Intensity of exposure

ERGONOMIC TIPS FOR REMOTE WORK LAPTOP WORKSTATION



DESKTOP WORKSTATION



ERGONOMIC TIPS FOR REMOTE WORK

PHYSICAL & MENTAL BREAKS

Take regular breaks away from your work area to each lunch, drink water, and change your focus/posture.

PHONE

Use a headset, speakerphone, microphone/voice activation. Use computer audio for conference calls.

20-20-20 RULE

Every 20 minutes, look 20 feet away for 20 seconds to give your eyes a break from looking at the monitor.

CHAIR

Use a chair with back support. For a kitchen or dining chair, insert a seat cushion and roll up a soft towel or blanket to place in your lower back area.

KEYBOARD & MOUSE

Use an external keyboard and mouse. Do not use a laptop's built-in keyboard and mouse.

DESIGNATED SPACE

Create space at a desk or table that can be dedicated for computer use. Avoid sitting on a bed or couch.

LIGHTING & SOUND

Position your computer at a 90° angle from any windows. Use room and task lighting as needed. Try noise-canceling headphones.

CONTACT US!

Email us at ergo@cpp.edu or visit our website at www.cpp.edu/ehs/

PLAN YOUR DAY

Establish a schedule/routine. Create a process to check in with your team.

TRAINING

An online training course can be accessed through www.SumTotal.com. The course title is "Ergonomics Impact: Computer Ergonomics".

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 or about an arm's length).