

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



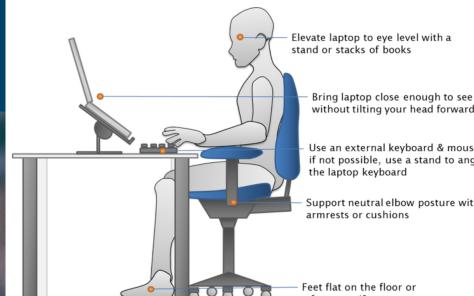
Risk Factors Modifiers

Risk of injury depends on:

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



ERGONOMIC TIPS FOR REMOTE WORK LAPTOP WORKSTATION



Elevate laptop to eye level with a

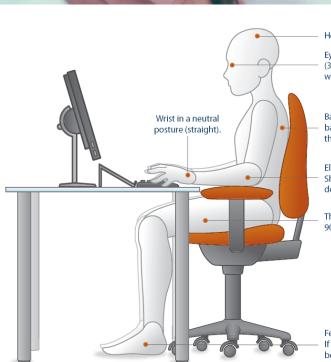
without tilting your head forward

Use an external keyboard & mouse; if not possible, use a stand to angle

Support neutral elbow posture with

a foot rest, if necessary

DESKTOP WORKSTATIO



Head upright and over your shoulders.

Eyes looking slightly downward (30° range from horizontal line of sight) without bending from the neck.

Back should be supported by the backrest of the chair that promotes the natural curve of the lower back.

Elbows bent at 90°, forearms horizontal. Shoulders should be relaxed, but not depressed.

Thighs horizontal with a 90°-110° angle at the hip.

Feet fully supported and flat on the floor. If this isn't possible, then the feet should be fully supported by a footrest.



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.

KEYBOARD & MOUSE

Use an external keyboard and mouse. Do not use a laptops built-in keyboard and mouse.

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

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

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).