UCSB Ergonomics Program

Ergonomics Tips for Remote Work

Work Smart with Ergonomics

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 to computer use. Avoid sitting on a bed or couch.
Monitor	Use an external monitor. If using a laptop, place it on a stand or on books. Maintain 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 (high risk of injury). Consider using speech recognition programs.
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 place at your low back area for support.
Phone	Use a headset, speakerphone, or microphone/voice activation. Use computer audio for conference calls.
Lighting and Sound	Position your computer at a 90-degree angle from any windows. Use room and task lighting as needed. Try noise-canceling headphones.
Plan your Day	Establish a schedule/routine. Create a process to check in with your team.
Physical and Mental Breaks	Take regular breaks away from your work area to eat lunch, drink water, stretch and change your focus/postures. Plan to take longer, shorter and micro-breaks.
Training	Take the online Ergonomic Self-Assessment Tool for help with real-time adjustments you can make at any workstation. Free online training for students is available
Supervisor	Work with your supervisor to discuss any equipment needs and telecommuting agreements.
Workstation Equipment	Contact IT for laptops, monitors, and standard keyboards and mice. Laptop stands, keyboards, and mice can also be found on the UCSB EHS Ergonomics Program Page.
Long-term Telecommuting	Mirror your regular on-site workstation as much as possible. Consider investing in an adjustable task chair, desk, and external monitor.
Additional Resources	Refer to the UCSB EHS Ergonomics Program Page for additional resources.

March 25, 2020

Content provided by : UCSF, UCB, & UCD Ergonomics Programs;
Images: K. Ingman & K. Amlie

UC SANTA BARBARA
Environmental Health & Safety
Design, Facilities & Safety Services

UCSB Ergonomics Program

Ergonomics Tips for Remote Work

Work Smart with Ergonomics

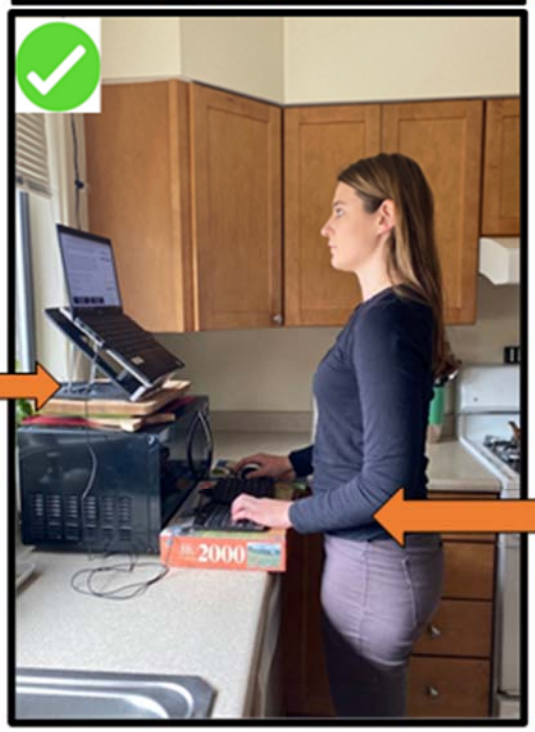
Using a table or counter with your equipment at the right height for you will place the least amount of strain on your body. Risk of injury decreases, and you can work longer and more efficiently.

Boxes and books elevate the laptop to eye level

Feet fully supported
TIP: Use boxes, cushions, or reams of paper as a footrest

Input devices are at elbow height

Cushions, towels, and pillows provide additional support and raise you to proper seating height



Boxes, books, and a microwave elevate the laptop to eye level

TIP: Wear supportive shoes when standing

Input devices are at elbow height

March 25, 2020

Content provided by : UCSF, UCB, & UCD Ergonomics Programs;
Images: K. Ingman & K. Amlie

UC SANTA BARBARA
Environmental Health & Safety
Design, Facilities & Safety Services