

# UC Santa Cruz Ergonomics Tips for Remote Working

Ergonomics Program

Environmental, Health and Safety



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

<b>Designated Space</b>	Create space at a desk or table that can be dedicated for computer use. Avoid sitting on a bed or couch while working for prolonged periods.
<b>Monitor Keyboard and Mouse</b>	If using a laptop use a separate monitor, keyboard and mouse if possible. Without a separate monitor, place laptop on a stand or on books to raise the display up to a comfortable height near or at eye level. Position the display so you can easily read it, typically 18"-30" away.
<b>Chair</b>	Use a chair with back support. For a kitchen or dining chair, insert a seat cushion and also roll up a soft towel or blanket to place in your low back area for lumbar support.
<b>Phone</b>	If your work includes many calls while computing use a headset, speakerphone, or microphone/voice activation. Use computer audio for conference calls if possible.
<b>Lighting</b>	Position your computer at a 90-degree angle from any windows. Use room and task lighting as needed at your work station.
<b>Plan your Day</b>	Establish a schedule / routine. Create a process to check in with your team.
<b>Breaks</b>	Take movement breaks away from your computer to hydrate, eat or do other activities for a few minutes at least hourly.
<b>Training</b>	Take the online Ergonomics for computer users training and <a href="#">self assessment</a> for help with real-time adjustments you can make at any workstation. Free, <a href="#">online training for students</a> is available.
<b>Supervisor</b>	Discuss any equipment needs and establish a telecommute agreement that includes what will be provided and what will not.
<b>Long-term Telecommuting Equipment</b>	Consider investing in an adjustable task chair, desk and external monitor. The campus ergonomist can assist in selecting furniture if needed. Contact through EH&S.

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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 feel better.

