

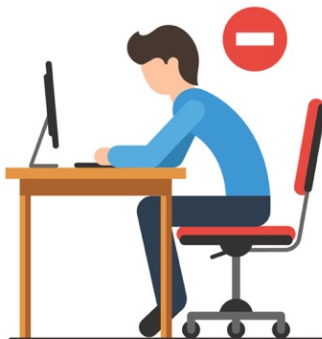
December 28
2020

SAFETY MATTERS

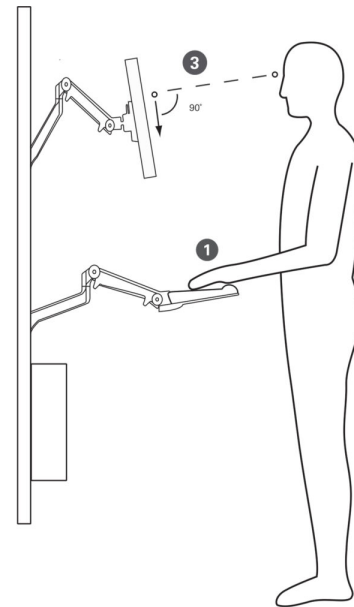
10 Ergonomics Do's & Don'ts

For your Home Office Workspace

In a continued effort to slow the spread of COVID-19, many employees have found themselves working in remote locations both recently or continuously over the past several months. Many of us have “made it work” and transformed kitchen tables and extra rooms into temporary home offices. And many are currently working under less-than-ideal ergonomic conditions—a kitchen chair that’s too low, a table that’s too high. You get the idea. Poor ergonomics can make or break your work-from-home experience.



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[Carolyn Herkenham](#), a Boston University [Environmental Health & Safety](#) sr. specialist and industrial hygienist, and licensed physical therapist [Kelly Pesanelli](#), a Sargent College of Health & Rehabilitation Sciences lecturer in health sciences, provided some tips and tricks to help you create an ergonomic workstation at home.

DON'T hunch over your laptop

Fit the backrest curvature of your chair to the small of your lower back to avoid lumbar stress and discomfort. It's easy to work on your laptop for a few hours on the weekend but doing so for 40-plus hours a week can lead to back, shoulder, and neck strain. If you can, use an external monitor or laptop stand (with an external keyboard and mouse) to prop up your screen. When looking at the screen, your eye

DO work at an appropriate height -

Find a working height so that you elbows naturally fall flush with your table/desk height. This will promote better wrist alignment rather than impingement or carpal tunnel stress.

DO use an office chair if possible -

Adjustable features on an office chair will save you from lumbar and neck discomfort.

When sitting or standing, elbows should be at a 90-degree angle to make wrists as straight as possible.

DON'T give up on your current chair-

If you don't have the option of an office chair, there are some household items you can use to help you adjust appropriately. For example, putting a firm cushion or tightly folded towel on your seat pan will raise your hips and increase the curve of your spine, making sitting more comfortable.

DON'T let your feet dangle

Place your feet on a few books or boxes under your desk, so that your thighs are nearly parallel to the floor and your hips are slightly higher than your knees. This will reduce stress on your lumbar spine.

DO follow the 20/20/20 rule

For every 20 minutes spent looking at a computer screen, you should spend 20 seconds looking at something else 20 feet away. This gives your eye muscles a break and helps reduce eye strain.

Reference: Safety Services
<http://www.bu.edu/articles/2020/10-ergonomics-dos-and-donts-for-those-now-working-from-home/>

The best practices and information contained on this sheet are not exhaustive and should not be interpreted as legal advice. For additional advice, please contact your California Schools JPA risk manager at 909-763-4900.



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Date: _____

Print Name

Signature
