

Ergonomics for Telecommuters

San Jacinto College employees working remotely should apply some basic ergonomic principles for their health and productivity at home. To incorporate ergonomic principles, it is important to adjust your workstation to promote neutral postures.

Below are general recommendations, tips, and tools for self-evaluating your own workspace when working remotely.

Desktop PC Users

How To Set Up Your Workstation:

- ✓ Raise the top of your monitor to eye level or below
- ✓ Screen distance should be an arm's length away (18"-30")
- ✓ Rest feet flat on the floor with knees at hip level
- ✓ Leave 1" to 2" space between back of legs and the seat's edge
- ✓ Shoulders relaxed (NOT hunched or rounded)
- ✓ Keep elbows close to the body and rest gently on armrests
- ✓ Maintain neutral wrists and forearms parallel to ground

Laptop Users

How To Set Up Your Workstation:

- ✓ Use the laptop on a desk or table, avoiding using on couch or chair for long periods of time
- ✓ Raise your laptop to eye level
 - Try a stand, box, or stack of books
- ✓ If available, use separate input devices (e.g. keyboards and mouse)
- ✓ If available, use a separate monitor
 - Monitors have higher resolution, which can reduce eye strain and typically have a height adjustment
- ✓ Maintain neutral posture with the neck aligned with the spine, back relaxed and supported

Reduce Eye Strain and Fatigue



**Protect Your
Eyes**

20

Every 20 minutes
of screen time

20

Look away for
≥ 20 seconds

20

At something
≥ 20 feet away



Hydrate Your Eyes
Remember to blink



Minimize glare
Avoid facing or having your back to a window

Take (micro)Breaks – We All Need Them!

- ✓ If you begin to experience muscle tension, tightness, or soreness, **GET UP AND MOVE AROUND OR STRETCH!** This is your body's way of telling you it is time for a break!
- ✓ **SWITCH IT UP** - Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries. Try standing or varying your sitting locations.
- ✓ **STAY HYDRATED** – remember to keep drinking plenty of fluids. Take opportunities for water breaks.