Telecommuting Tips

Do’s

➢ Do sit in a neutral posture – Sit with hips, knees, elbows, and ankles at a 90° angle and feet flat on the floor

➢ Do have a designated work area – move items that are frequently used close by to reduce overreaching

➢ Do avoid glares while looking at a computer – position the screen perpendicular to windows or close the blinds. Avoid working under bright lights

➢ Do visit the OSHA Computer Workstation eTool for other ergonomic related topics - https://www.osha.gov/SLTC/etools/computerworkstations/index.html

Don’ts

➢ Don’t hunch over your workstation – raise the top of the screen at or slightly below eye level. Sit with lower back supported and shoulders straight

➢ Don’t turn a bed or couch into an all day workstation – having your legs or full body in a vertical position all day can lead to muscle numbness and discomfort

➢ Don’t rest wrists, arms, or elbows on surfaces while typing – reduce contact stress by floating wrists, arms, and elbows while typing and resting them while reading or viewing

➢ Don’t forget to take breaks – take a 1 to 2 minute microbreak every 20-30 minutes to reduce strain and repetitive motions.