

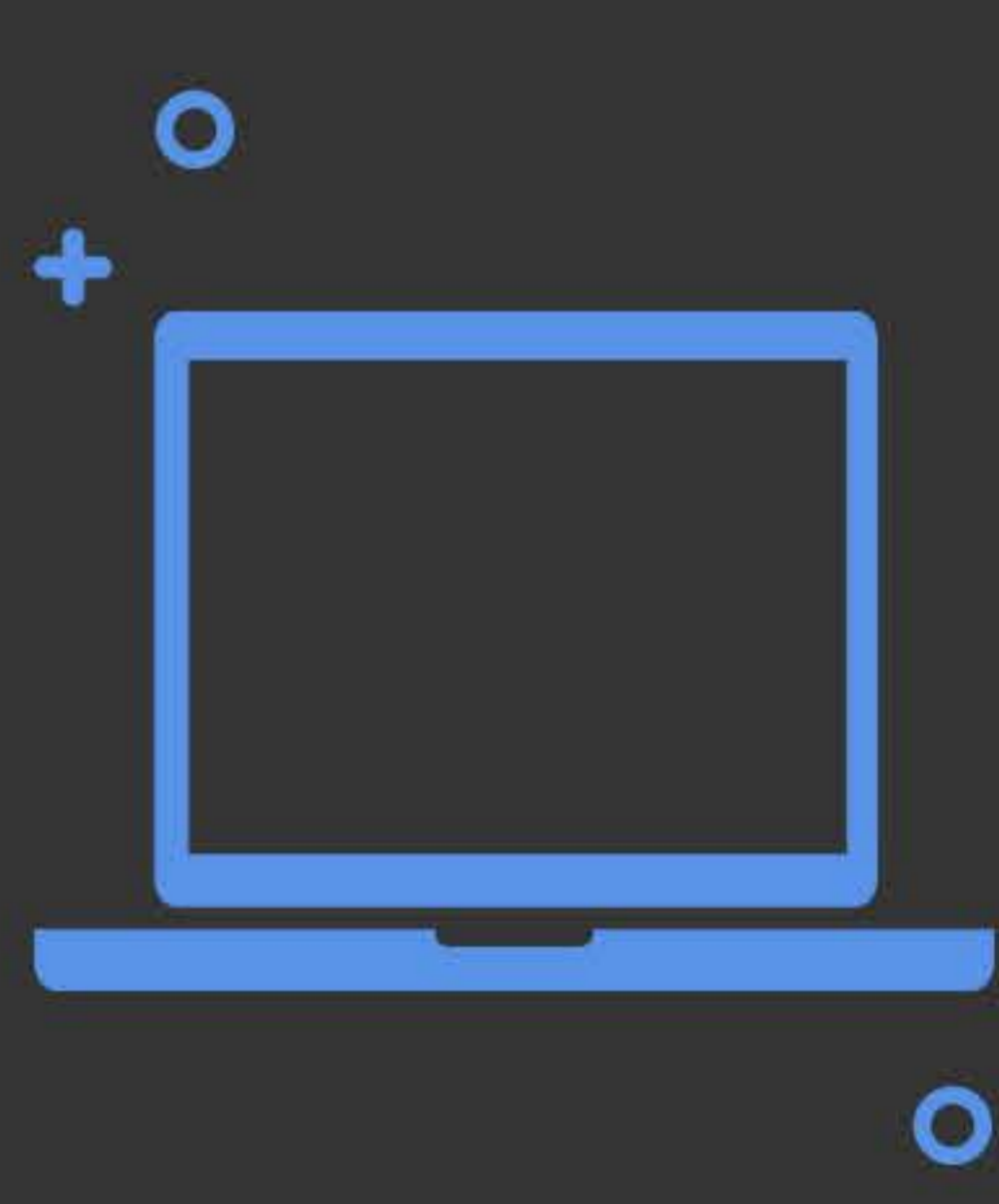
# REMOTE WORKSTATION ERGONOMICS

Use this guideline in configuring an at-home workstation to reduce vision, muscular, and/or mental fatigue and promote an ergonomic work environment.

## Essential Components

Getting back to the Ergonomic basics:

- Neutral posture, with neck and back aligned, not leaning forward
- Screen height should be at eye level or slightly below
- Back relaxed, supported if possible
- Shoulders back and relaxed, not hunched forward or pinched
- Elbows tucked, and bent 90-120 degrees
- Wrists straight not bent
- Torso and knees neutral (neutral bend if sitting or reclining)



## Posture

Be flexible and consider having multiple work stations to change your position throughout the day.

	SITTING	RECLINING	STANDING
NEUTRAL NECK	✓	✓	✓
NECK AND BACK ALIGNED	✓	Slight bend	✓
BACK RELAXED/SUPPORTED	✓	✓	Relaxed
SHOULDERS BACK	✓	✓	✓
ELBOWS TUCKED & BENT 90-120°	✓	✓	✓
WRISTS STRAIGHT	✓	✓	✓
KNEES BENT IN NEUTRAL POSITION	✓	✓	Alternate legs

## Be Creative

If you don't have an additional monitor, keyboard, mouse, laptop stand, or standing work station, be creative while trying to resemble a standard work station.

- To achieve a standing workstation, find a tall surface. (e.g. kitchen counters, dressers, laundry machines, vanities, etc.)
- Elevate the laptop by using hard surfaces which allow for ventilation (e.g. book(s), ream(s) of paper, 3-ring binders, bins, etc.)
- Avoid placing laptops on pillows, beds, comforters, and laps; it can cause overheating and burns to skin.
- Provide support to your back, knees, and/or thighs whenever possible (e.g. pillows, rolled up towels/yoga mats, blankets, etc.)
- Use foot mats, yoga mats, kitchen mats, etc. while standing to reduce fatigue

## It is Important...

...while working remotely, to take frequent breaks and configure the workstation to provide a healthy, flexible, and productive work environment.



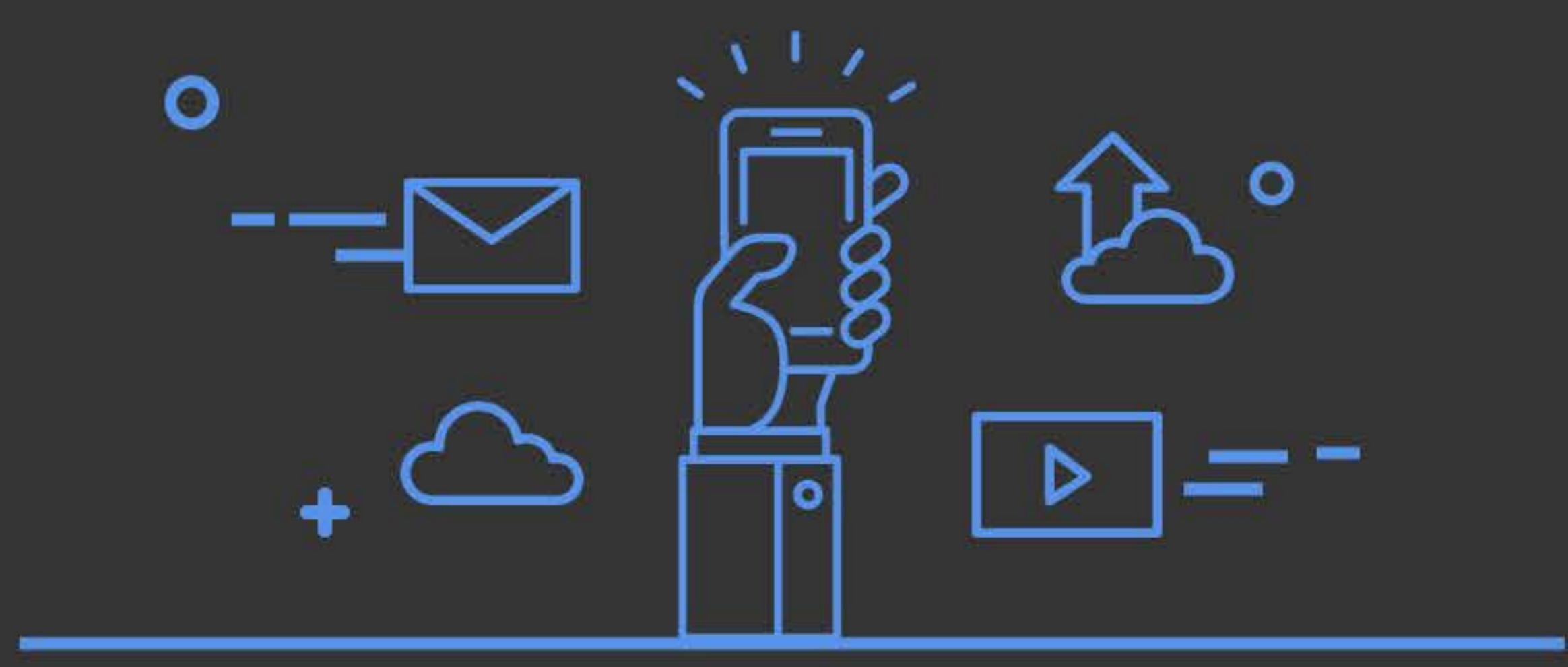
Take regular micro-breaks, stretch, move around, get the blood flowing! (every 30-45 min)



Keep good posture and be kind to your body, specifically your vision, muscles, and mental health!



Alternate standing, sitting, or reclining throughout the day to reduce fatigue/discomfort in your neck, back, arms, and legs.



## EH&S Resources

For more information and additional resources (i.e. Workstation Assessment Checklist, General & Office Ergonomic Training, Ergonomic Assessment Request form), visit the EH&S Ergonomic webpage here:

<https://ehs.fiu.edu/safety-programs/general/ergonomics/index.html>

OR

Navigate to: > [ehs.fiu.edu](https://ehs.fiu.edu) > Safety Programs > General > Ergonomics