

## Ergonomics and Teleworking

Do you find yourself at the computer for hours without moving from your workstation? Your health and safety are important so let's review your workspace at home. This article discusses how to build a good home office set up.

Are your:

- Shoulders Relaxed
- Lower Back Supported
- Head level
- Wrists Straight
- Feet Supported

New Fact Sheet for Teleworking:

<https://www.lni.wa.gov/forms-publications/F417-289-000.pdf>

- Take micro-pauses every 20-30 minutes of working in one position. The pause only needs to last 30-60 second to give your muscles time to recover. Just a quick stand up or letting your arms drop to your sides.
  - Identify a location that you may do part of your work standing up.
  - Get up out of your chair at least hourly.
  - Let go of the mouse when not using it.
  - Take your scheduled breaks.
  - Keep yourself well hydrated.
  - Stretch to keep your muscles and joints moving.
  - Learn to listen to your body. If it feels tense, stiff, or tight, MOVE! It is even better if you move before you have that feeling.
  - Warm up your muscles to prepare them for moving especially in the morning.
  - Check your posture often. Work in neutral postures by keeping your head balanced over your shoulders, low back and feet supported, and wrists straight.
- Don't forget your eyes. They need micro-pauses as well. Look at something far away or glance side to side with your eyes. Consider the 20/20/20 guideline. Look at an object 20 feet away for 20 seconds every 20 minutes.
  - During longer breaks or lunch, choose activities that require you to stand or move about. Get out and exercise, whether you walk, run, swim, or simply run an errand. If able, take the stairs rather than the elevator.
  - Try to incorporate 20-30 minutes of movement or exercise most days of the week. This could include activities like gardening, playing sports or walking.