



BROUGHT TO YOU BY THE **SELECT MEDICAL OUTPATIENT DIVISION**

Many workers have the ability to work remotely. Remote offices are being setup on kitchen tables or coffee tables in the living rooms. At times, couches have replaced office chairs. These work settings may increase the risk of musculoskeletal disorders due to sustained awkward positions. If possible, designate an area where you have space to create a more ergonomically sound environment.

Having the proper workspace, desk height, computer reach and monitor height is important to deter potential repetitive injury disorders. To prevent a repetitive or chronic workplace condition, here are some basic recommendations:

- The top of the monitor screen should be about eye level.
- Place the keyboard directly in line with the monitor to avoid turning your neck.
- Keep frequently used items such as the mouse or phone near you to avoid repetitive reaching.
- If you need to type while on the telephone, use a speakerphone or headset instead of cradling the phone receiver between your shoulders and neck.
- Maintain a balanced spinal posture by aligning your ears over your shoulders and shoulders over your hips.
- Keep your shoulders relaxed, elbows bent at 90 degrees and wrists straight when using your keyboard. This may mean moving your keyboard to a lower surface than the computer itself.
- Put a box or foot rest under your feet, or lower your chair to make sure that your legs and back are properly supported while working at your desk.

If using a laptop as your primary computer, consider using an external keyboard and mouse. Place the laptop on a box to position the top of the monitor about eye level and follow the above guidelines to maintain a neutral posture. If an external keyboard and mouse are not available, here are a few tips to consider when using a laptop:

- Use a chair that supports a comfortable upright or slightly reclined posture. In a reclined position, prop your feet up to maintain a neutral trunk/thigh angle. Be sure to maintain a neutral neck posture. Use a rolled towel or inflatable lumbar pillow to provide low back support.
- With your feet flat on the floor, place the laptop on your lap to help keep your wrists straight while keying. An empty two-to-three inch binder with the wider edge toward your knees will create an angle that will help keep your wrists straight and maximize the height of the screen.
- Use a document holder to position documents vertically.
- Clean the screen frequently as dust can make it difficult to read and may cause eyestrain.

Do not stay in one position for an extended period of time. Take micro-breaks every 30 minutes to stand up, walk around the room and perform light stretches. This will reduce the fatigue to the forearm and postural muscles.

Name:	
Phone:	Email:

**WORKSTRATEGIES®**  
*Keeping America on the Job!*

EXCLUSIVELY PROVIDED BY: