

ERGONOMICS for TELECOMMUTERS







UVA Facilities Management

Occupational Health & Safety





How To Set Up Your Workstation

To improve comfort, safety, and productivity anywhere


-  Raise the top of your monitor to eye level or below
-  Screen distance should be an arm's length away (18-30")
-  Keep elbows at your sides and rest gently on armrests
-  Maintain neutral wrists and forearms parallel to ground
-  Rest feet flat on the floor with knees at or below hip level
-  Leave 1" to 2" space between calves and the seat's edge

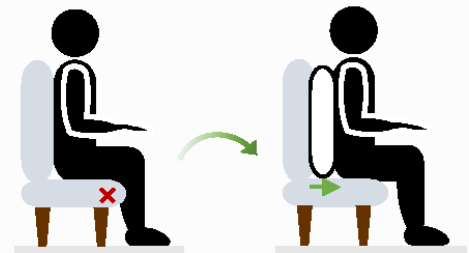


Using A Laptop?


-  Raise your laptop to eye level
Try a stand, box, or step stool
-  And use a separate keyboard and mouse

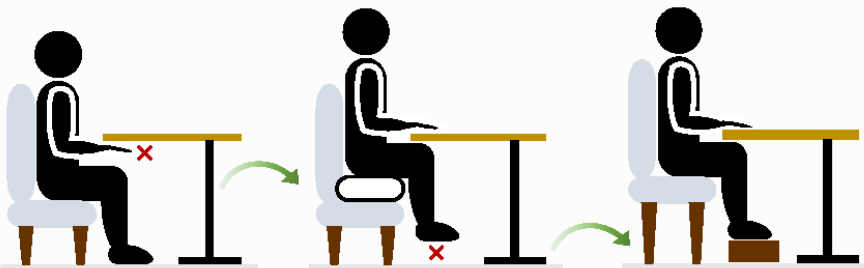


-  Or use a monitor and type on your laptop
- If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors






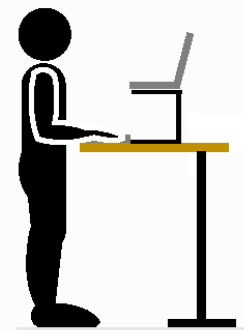
Sinking In Your Deep Couch?

-  Use a pillow to shorten the seat
- A pillow or towel roll can also be used for lumbar support






Work Surface Too High?

-  Use a taller chair or raise your seat with a cushion
-  Use a footrest or box to support your legs from dangling
-  Type on a lower surface like a keyboard tray, lap desk, or side table



Prefer To Stand?

-  Find a counter or tall surface
-  Wear comfortable shoes
-  Try standing on a kitchen mat

TAKE A (micro)BREAK

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Every 30 minutes for
at least 10 seconds



**Get
Moving**

Try Microbreak Exercises

When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries.



**Change
Positions**

The Next Position is the Best Position

No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour.

Switch It Up

Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. *If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.*



**Check Your
Posture**

Check In With Yourself

Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when mousing?*



**Be
Well**

Stay Hydrated

Remember to keep drinking plenty of fluids. Take opportunities for water breaks.

Take Care of Yourself

You can work more effectively and comfortable when take care of all aspects of your health and wellness.



**Protect Your
Eyes**

Reduce Eye Strain and Fatigue

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

Need Help?

Email questions to FM-OHS@virginia.edu.

We strive to respond to requests within 1 business day.

