



Risk Control

Ergonomic Tips for Working Remotely

Maximize your comfort while telecommuting

When working remotely, it is important to ensure that your workspace is set up for optimal comfort and productivity. These suggestions can help you work outside the office safely and successfully.

Work Area

Consider creating a designated workspace in your home, so you can work efficiently with minimal daily adjustments.

Chair

- Position your chair so your thighs are approximately parallel to the floor and your feet rest flat on the floor.
- If you are using a fixed-height chair and your feet can't rest flat on the floor, consider using a footrest. If you don't have one, a book or a sturdy box will serve the same purpose.
- Adjust your seat so your lower back (lumbar area) and mid-back are well supported. If your chair does not have support for the lower back area, you can use a small cushion.
- Keep elbows close to your sides while typing and adjust the armrests so you can rest your forearms without raising your shoulders. This will reduce shoulder and neck strain.

Monitors

- Place your monitor(s) directly in front of you, so the top edge of the monitor is at eye height and you are looking slightly downward.
- Your monitor should be roughly an arm's length from your body.
- Avoid glare by tilting or repositioning your screen.

Laptop/Keyboard/Mouse

- If you are using a laptop as your primary device, use risers or a stack of books to raise it so the top edge of the viewing area is at or slightly below eye level. When possible, use an external keyboard and mouse.
- Your keyboard and mouse should be placed directly in front of you, next to each other.
- Adjust your keyboard tray or desk height so your forearms are parallel to the floor while typing.
- While typing, avoid pushing your wrists on the edge of the desk.
- Place your mouse within easy reach, no more than four inches from the keyboard.

Other

- Vary tasks regularly and take frequent micro-breaks to allow the body to recover from performing repetitive tasks.
- Perform simple stretching exercises as often as possible.
- To relax the eyes, follow the 20-20-20 rule. Every 20 minutes, look at an object 20 feet away for 20 seconds.

To learn more about managing your risk and increasing efficiency, contact CNA Risk Control at RiskControl@cna.com or visit cna.com/riskcontrol.