

TO: All DOC Employees

SUBJECT: Tips for Creating a Proper Ergonomic Workspace at Home

There are many things we can do at home to create a proper ergonomic workspace. Accordingly, below you will find several tips and “home solutions” that will enable any employee to make their workspaces “ergonomically friendly/safe.”

Tips on Creating an Ergonomics Workspace When Teleworking

- ❖ Try to find a location that allows you to maintain neutral positions for neck, legs, arms, and wrists.
- ❖ Sit so your head and neck are upright and in-line with your torso, not bent down or tilted back.
- ❖ Your upper arms are perpendicular to the floor, not stretched forward or angled backward
- ❖ Your forearms, wrists and hands form a 90-degree angle with your upper arms
- ❖ Your thighs are parallel to the floor and your lower legs are perpendicular to the floor
- ❖ Your wrists and palms are not resting on sharp edges
- ❖ Align the laptop screen so it is at or slightly below your eye level.
- ❖ Position screen to avoid glare from overhead lights or from sunlight.
- ❖ Take frequent breaks (every 30-40 mins) to change your position. This also helps to restore blood circulation, improve warmth, decrease eye strain and increase mental focus for your tasks.

For additional suggestions or tips on creating a proper ergonomic workspace at home, employees should consult with their bureau Safety Manager.

For employees with disabilities who may require adaptive equipment/assistive technology, as part of an accommodation, please contact your bureau Reasonable Accommodation Coordinator for assistance and more information at the following link: [bureau Reasonable Accommodation Coordinator \(RAC\)](#).