

Ergonomic & Home Safety Guidelines

Employees who are telecommuting must read and follow the guidelines listed below for an overview of steps to take to avoid home office health and safety dangers.

Home Office Ergonomics

A thorough ergonomics plan is critical no matter where an employee is working. These guidelines will help reduce the effects of both short term and long term injuries while working at a home office or on campus.

- Adjust your chair to best suit your position at the desk.
- Adequately support your back with a backrest.
- Adjust your chair so that your feet are on the floor or fully supported by a footrest.
- Adjust the position of your monitor so that it is easy to read the text on your screen.
- Use a document holder if looking frequently from the screen to a document.
- Ensure that there is enough leg room at your desk.
- Position the screen so that the top of the screen is at eye level and free from noticeable glare.
- Adjust your position so that there is space to rest the arms while not typing.
- While typing, keep your forearms close to parallel with the floor and your wrists fairly straight.

Home Office Safety Guidelines

A home office should be as safe as a business office. The following guidelines will help an employee stay safe while working from home.

- Adjust temperature, noise, ventilation, and lighting levels to maintain a normal level of job performance.
- All stairs with 4 or more steps must be equipped with handrails.
- Check that all circuit breakers and/or fuses in the electrical panel are labeled as to intended service, and clearly indicate if they are in the open or closed position.
- All electrical equipment should be free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling).
- Ensure the home's electrical system permits the grounding of electrical equipment.
- Clear aisles, doorways, and corners of obstructions to permit visibility and movement.
- Arrange file cabinets and storage closets so drawers and doors do not open into walkways.
- Ensure chairs do not have loose casters (wheels) and that the rungs and legs of the chairs are sturdy.
- Secure the phone lines, electrical cords, and extension wires under a desk or alongside a baseboard.
- Keep the office space neat, clean, and free of excessive amounts of combustibles.
- Keep floor surfaces clean, dry, level, and free of worn or frayed seams.
- Secure carpets securely to the floor and make sure they are free of frayed or worn seams.

For more information on ergonomic positioning for your home office, check out these links from UCLA:

[Computer Workstation Setup](#)

[Office Lighting](#)

[Pointing Devices](#)

[Selecting a Chair](#)