



Ergonomic Telecommuting Review Form

Date:

Employee:

Chair fitting

Ideally, the chair should be fully adjustable. Feet should be flat on the floor with the knee joint slightly below the hip joint. Backrest should be upright and arm rests removed or at the lowest position.

Monitor

Monitors top portion of the viewable screen should be at eye level and centered about an arms-length away. If using dual monitors, they should meet in the middle.

Laptops

Laptops are highly discouraged as a primary workstation. If this is your only option, it should be considered your monitor, and placed on a riser (up to seated eye level). You can then add a full size keyboard and mouse via a USB dongle.

Glasses

Glasses used with computer monitors should be, “readers”, and not bifocals, or progressives.

Workstation Measurements in Inches:

	<u>As Measured</u>	<u>Ergonomic Ideal</u>
A) Floor to desk surface:		N/A
B) Floor to top of screen:		N/A
C) Floor to seated eye level (A+B should equal C)		Measurement C
D) Floor to top of keyboard:		N/A
E) Floor to bottom of seated elbow: (E should equal D or up to 1” less)		Measurement D

Other considerations to reduce ergonomic risk exposure include; keyboard trays, telephone headsets, footrest, natural or split keyboards, document holders, and alternate mouse choices such as, vertical, or open handed styles.



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