Remote Ergonomics: Tips and Tricks at Home

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Remote Work Area

- Designate an area of your home for work
- A table, or ideally a desk, serve as the best options to consider
- Avoid working on the couch or in bed
Typing Posture

- Shoulders relaxed, elbows by your side, forearms at a 90-120 degree bend
- Use a keyboard tray/drawer if possible
- Otherwise, raise chair and add some sort of foot support
Laptop or Monitor Setup

- Eyes line up with top of screen
- Do not work solely off laptop if possible
- Use raised monitor and type on laptop, or raise laptop and type on additional keyboard

NOTE: In the photo shown, only the monitor is used to work on. The tablet is there only for screen mirroring purposes.
Seating Options

- Use an adjustable task chair, if possible
- If not, use a chair around the house with a backrest, not a stool
- Medicine balls are not recommended
Phone Calls

- Use headphones or a headset as much as possible
- Speaker is also acceptable
Micro-breaks

- Get up for 2-3 minutes every 30-45 minutes
- Stretch, walk around the house, get water, etc.
Summary of Habits to Avoid

- No foot stool, not so good.
- Sitting improperly with a forward-leaning posture.
- Using an unstable balance ball instead of a chair.
- Lying down on the couch while working.
Additional Resources

▪ **Remote Ergonomics: Tips and Tricks at Home**
  – Department of Human Resources
    • Information Resources for COVID-19
      ➢ Remote Ergonomics: Tips and Tricks at Home

▪ **Request a Remote Ergonomic Assessment**
  – Agency of Administration
    • Worker’s Compensation
      ➢ Ergonomic Intake Form
Remote Assessments: The Process

Requesting an Ergonomic Assessment

- Employee or employee’s supervisor typically fill out the Ergonomic Intake Form.
- Processed through Office of Risk Management.
- Typically forwarded to PMA within 1-5 days of form completion.
- PMA Administration sends out an acknowledgement email to employee and supervisor, starting a 7 day window to be contacted by a PMA Risk Consultant (usually contacted within 1-2 days).
- Days since submission of request: 1-5
Remote Assessments: The Process

Scheduling an Ergonomic Assessment

- PMA Risk Consultant will contact employee asking for available dates/times over the next 1-2 weeks.
- Schedule is created based off of given availability. Being that these are now being performed remotely, they are usually scheduled quickly.
- Days since submission of request: 2-10
Performing an Ergonomic Assessment

- PMA Risk Consultant meets with employee virtually at scheduled time of assessment.
- The workstation is assessed thoroughly, considering the specific needs of the employee and any injuries or areas of concern.
- Employee is made aware of the report timeline as well as the need for approval of all suggested changes.
- Typical assessment time is 30 minutes (varies).
Remote Assessments: The Process

Report Formulation and Distribution

- Report is typically sent out 5-10 days after the assessment. (Sometimes as soon as 1-2 days after)

- After distribution, it is up to the supervisor/department to review the report and approve or not approve the suggested modifications.

- PMA Risk Consultant is available for follow up questions as needed, or assistance in choosing equipment.
Remote Ergonomics

Questions?
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Thank you!

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