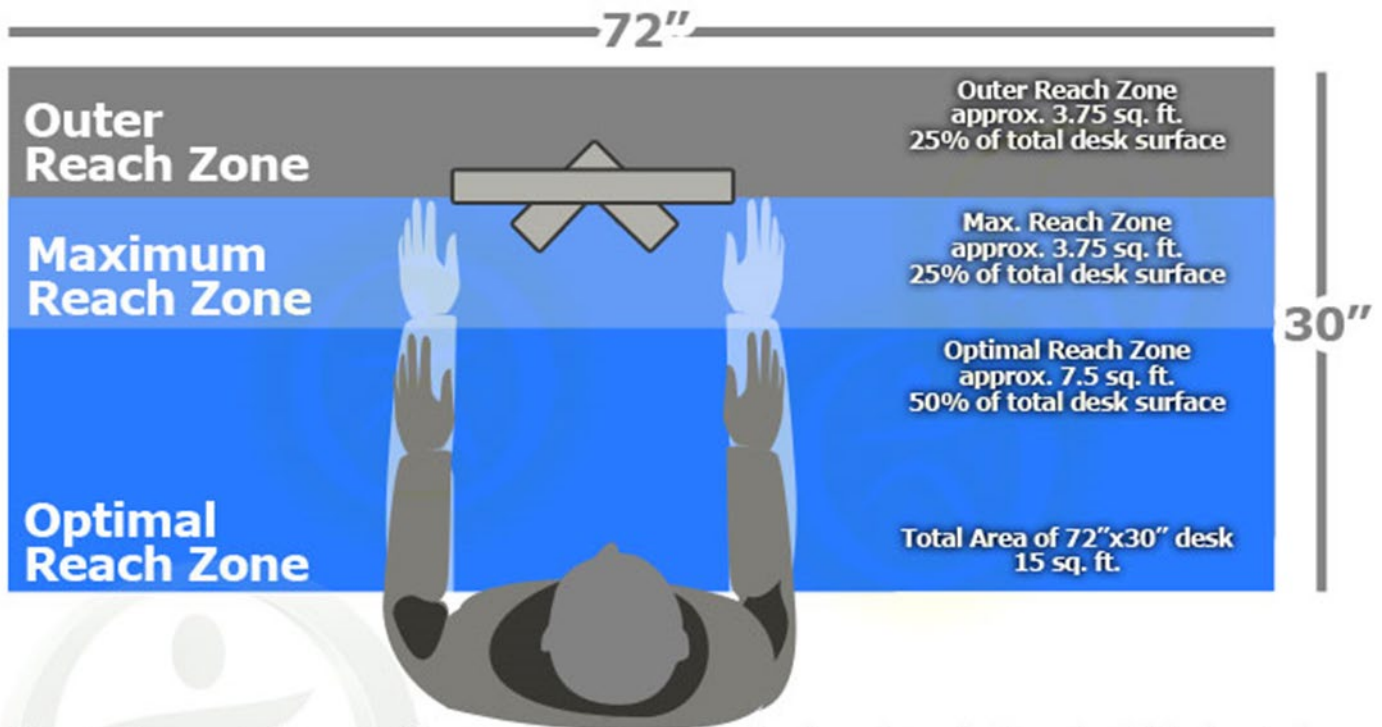


Ergonomic Self Evaluation for Home Work Stations

For those who find themselves working from home, here are some tips to follow to stay healthy and safe while using a computer.

Designated Space	<ul style="list-style-type: none"> • Create space at a desk or table that can be dedicated for computer use. • Avoid sitting on a bed or couch.
Monitor	<ul style="list-style-type: none"> • Center the monitor in front of you and at arm’s length distance. • Position monitor so that it is at a slight angle and so that the top of the screen is at eye level or slightly lower. (think of when you are reading a text message on your phone)
Laptop	<ul style="list-style-type: none"> • If laptop is to be used as primary computer be aware of positioning. • Use a laptop riser, stand, and/or a stack of books to maintain proper monitor height to avoid neck strain. • Connect a separate keyboard and mouse at arm/elbow level if possible.
Keyboard and Mouse	<ul style="list-style-type: none"> • Position keyboard so that it is slightly lower than your elbows and at a negative tilt of 10-15%. This will help alleviate stress on your wrists. • Avoid overreaching and keep keyboard and mouse close to you and within your shoulders. • Middle of keyboard (F-G-H-J keys) should rest above and in line with your knees.
Mousing	<ul style="list-style-type: none"> • Keep your wrists straight and hands relaxed when using your pointer. • Don’t hold the pointer with a tight grip or extend fingers above the activation buttons. • Movement should originate from your shoulder and elbow. • Keep elbow close to torso.
Chair	<ul style="list-style-type: none"> • Use a chair with back support. • Maintain proper height so that feet are flat on ground. • If using a kitchen or dining chair, roll up a soft towel or blanket to place in your lower back area to support your lumbar and books or towels to help raise you to proper seating height. • Use a towel or pillow to sit on for more comfort. • If you have an adjustable seat pan, adjust so there is 2-3 fingers space between edge of seat and back of legs. • Sit all the way back into the chair utilizing the backrest. • Keep knees equal to, or lower, than your hips with your feet supported.
Arm Rests	<ul style="list-style-type: none"> • Avoid using them when possible. Keeping them lower is better. • Armrests are used for resting arms, not while tasking. • Leaning on armrests while typing could cause shoulder lean, which could lead to neck pain.
Lighting	<ul style="list-style-type: none"> • Position your computer at a 90-degree angle from any windows to avoid glare. Use an optical glass glare filter when necessary. • Use room and task lighting as needed.
Eye Strain	<ul style="list-style-type: none"> • 20-20-20 Rule. Every 20 minutes take a 20 second break to look at an object 20 feet away to relieve eye strain throughout the day.
Phone	<ul style="list-style-type: none"> • For prolonged usage, use a headset, speakerphone, or computer audio for conference calls.
Physical and Mental Breaks	<ul style="list-style-type: none"> • Take regular breaks away from your work area to eat lunch and drink water. • Take 1 or 2 minute breaks every 20-30 minutes and 5 minute breaks every hour. • Every few hours try to get up and move around. Stretch often.

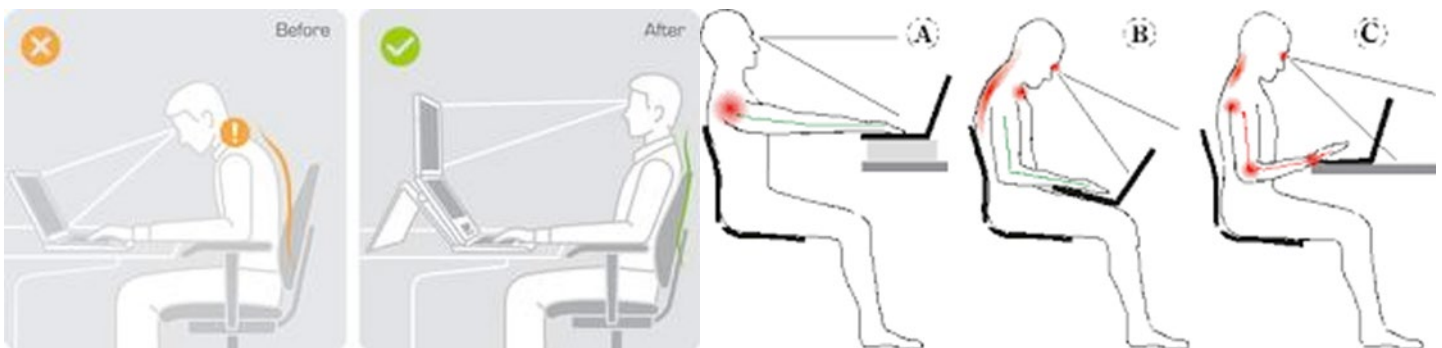
1-on-1 consultations can be provided via Zoom for a more personal evaluation or for specific concerns. Please email our Ergonomists Daniel Castellon and Eduardo Garcia at ehs@csun.edu to schedule an appointment.

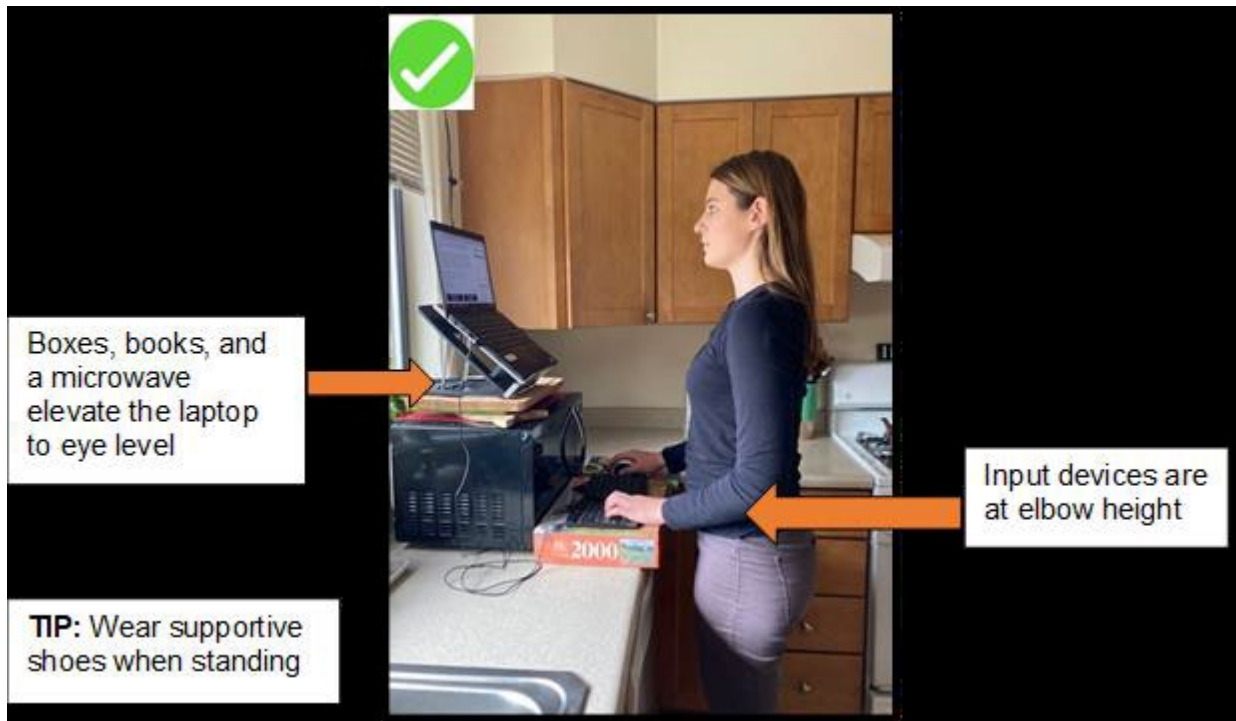
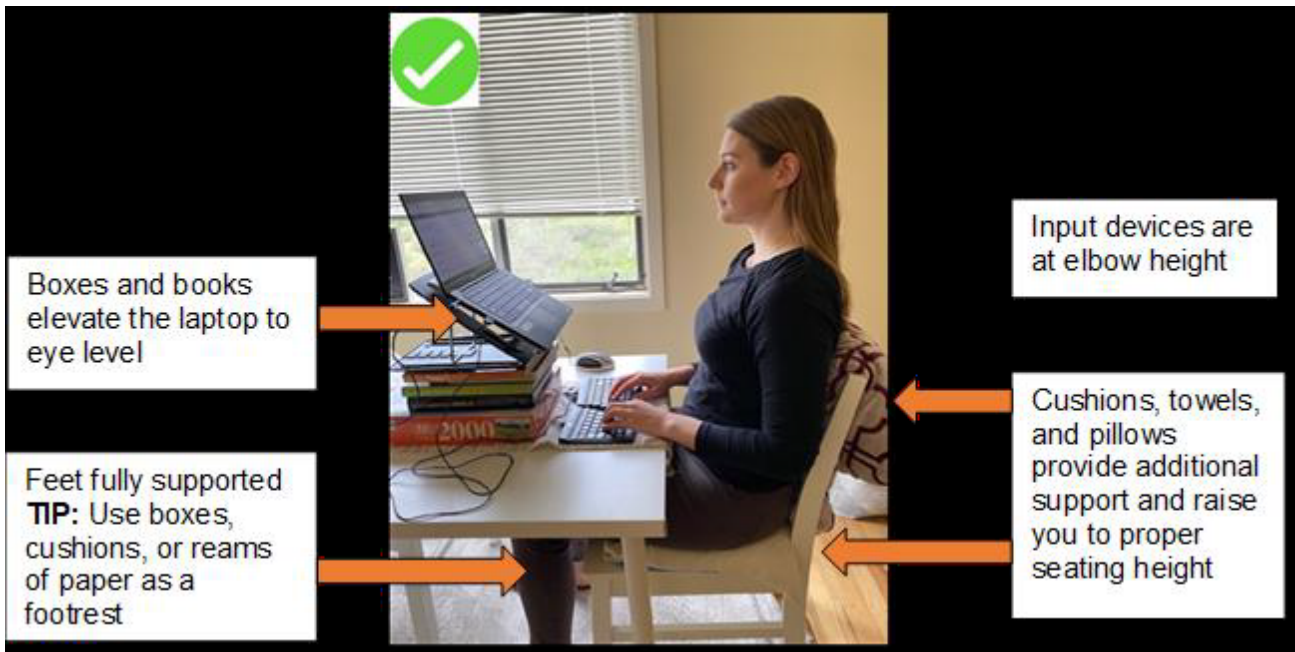


The most commonly used office equipment, such as keyboards and mice, should be located in a position where it can be easily reached with the upper arms at rest alongside the body. This is known as the **"Neutral Reach Zone"** or **"Optimal Reach Zone."**

The **"Maximum Reach Zone"** sits beyond the Optimal Reach Zone and consists of the area that can be reached by the user by fully extending their arms while seated. Items placed in the Maximum Reach Zone should be those that are only used intermittently for short periods of time such as a telephone receiver, task light, or printer.

The **"Outer Reach Zone"** is the area that cannot be reached without leaning forward over the desk and/or getting out of the chair. The only items that should be placed here are those that are rarely accessed, such as monitors, reference books, external hard drives, decor, and other "static" items.





UCSF Environment, Health and Safety, Ergonomics & Human Factors Program

(Content: UCSF, UCB, & UCD Ergonomics Programs; Images: K. Ingman & K. Amlie)

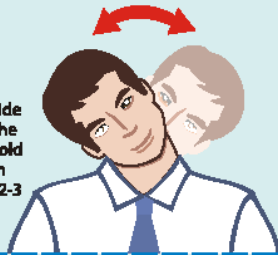
CSUN Stretching

Environmental Health and Safety

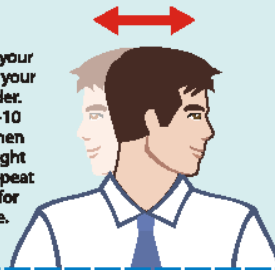
Take a few minutes to do these stretches and your whole body will feel better

Neck

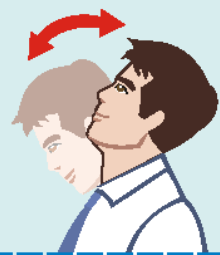
➤ Slowly tilt head to left side to stretch muscles on the right side of the neck. Hold for 5-10 seconds. Then switch to right side. Do 2-3 times to each side.



➤ Slowly turn your chin toward your left shoulder. Hold for 5-10 seconds. Then switch to right shoulder. Repeat 2-3 times for each side.

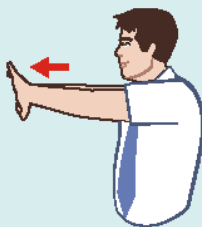


➤ Gently tilt your head forward to stretch the back of the neck your left shoulder. Hold for 5-10 seconds. Then tilt upward and hold 5-10 seconds. Repeat 2-3 times.



Shoulders

➤ Interlock fingers, then straighten arms out in front of you, palms facing away from you. Hold for 10-15 seconds. Do 2-3 times.



➤ Interlock fingers behind your back, palms facing upwards. Gently straighten elbows while reaching up and back. Hold for 10-15 seconds. Repeat 2-3 times.



➤ Hold right elbow with left hand, then gently pull elbow behind head until an easy tension-stretch is felt. Hold for 10-15 seconds. Repeat for other side.

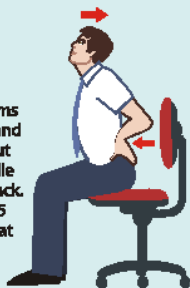


➤ Grab under your right upper arm and pull the arm at shoulder height across your chest. Hold for 10-15 seconds. Repeat for other shoulder.



Back

➤ Place your palms on lower back and gently stick out your chest while tipping head back. Hold for 10-15 seconds. Repeat twice.



➤ Cross one leg over the other. Twist at waist and grab the backside of the chair where seated. As you do this, look over your shoulder to get the stretch feeling. Hold for 10-15 seconds. Repeat for other side.



➤ Bend forward and hold for 10 seconds. Raise up slowly and hold for 10 seconds.



➤ Bend to one side and hold for 10 seconds. Repeat on other side.



Hands

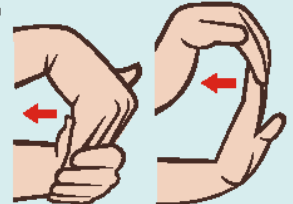
➤ Stretch fingers open, hold for 5 seconds. Then make a fist and hold for 5 seconds. Repeat 2-3 times.



➤ Roll your both wrists clockwise then counter clockwise. Do 10 times for each direction.



➤ Straighten your right arm with the fingers facing down. Then, use your left hand to gently pull back your right hand fingers until you feel an easy stretch. Hold for 5-10 seconds. Release. Repeat with fingers facing up. After that, switch to the other hand.



Legs

➤ In a seated position with back supported, slowly pull one knee up towards your chest. Hold for 10-15 seconds. Then repeat for other leg.



➤ Support yourself with left hand on a wall / table / chair. Grasp left foot with right hand and gently pull heel towards buttock. Hold for 15-20 seconds. Repeat for the other side.



➤ Place one foot on a stable chair or similar height surface. Whilst keeping leg and back straight and pelvis square, lean forwards towards your foot until you feel a stretch in the back of your thigh. Hold for 10-15 seconds. Repeat for other leg.

