

AP 403 – Remote Work

CHAIR (Sitting fully back into the chair)

Parameter	Description
Seat height	Adjusted so feet are flat on floor or footrest with knees bent at right angles and thighs horizontal to floor.
Back rest height	Lumbar support of chair is at correct height to support the lumbar curve
Seat pan depth	There is about 2-4 finger widths between front edge of the seat and back on the knees
Tilt	Seat is tilted so that hips and tops of thighs are at right angles or slightly greater
Armrest position	Armrests are out of the way while typing but provide support when needed during other activities

KEYBOARD AND MOUSE (should be at the same height)

Parameter	Description
Keyboard/mouse height	Elbows are at 90 to 110 degrees and forearms and hands form straight lines to the keyboard
Mouse height	Mouse is adjusted so it is close to and on the same level as the keyboard
Keyboard to user distance	Distance allows user to relax shoulders with elbows hanging close to body
Mouse to user distance	Mouse is directly next to the keyboard and at the same height so arm is not outstretched while mousing
Hand posture on mouse	Base of the hand rests on the mouse. Use larger mouse or mouse mate if necessary
Speed of the mouse	Mouse is configured to match individual needs (control panel)

Keyboard tray and mouse stage	Adjusted to allow neutral posture and minimal reaches and ease of use
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MONITOR

Parameter	Description
Monitor height	Top of screen is at or slightly lower than eye level so that users head is straight. With bi-focal/graduated lenses, height is set to allow straight head and relaxed neck
Screen to user distance	Viewing distance generally 18 – 33”. Depending on vision, user is not jutting chin or pushing head forward or squinting to see clearly
Monitor alignment	Monitor and keyboard are directly in front of user.
Visual comfort of screen	Monitor is positioned to avoid glare. Usually perpendicular to bright sources or outdoor blinds
Brightness and contrast controls	Brightness and contrast have been adjusted to make viewing easier

WORK ENVIRONMENT AND WORK SURFACE

Parameter	Description
Leg clearance at workstation	There is 2” side clearance for hips, depth allows foot and knee clearance, height is adequate
Placement of frequently used items	Frequently used items are within easy reach
Document placement	Document holder is present or there is space to place documents properly
General lighting	Lighting is not too bright or dim, glare and reflections are minimal and work materials are easy to read

WORK PRACTICES

Parameter	Description
Frequency of breaks	Micro-break every 30 min of keyboarding. Get out of chair at least once per hour
Alternate tasks	Long periods of continuous use are broken up with alternate tasks
Keyboarding/ mousing posture	Wrists are straight, not supported on any surface while typing. Rest occasionally when not typing on sides of hands.
Sitting posture	Upright or slightly reclined and maintaining a slight curve in lower back
Phoning posture	Avoid tilting head/neck to cradle the phone. Uses headset if necessary. Position phone set on opposite side of writing hand.
Reach posture	Stand to get items from overhead shelves. Avoid repetitive reaching over shoulder level

Working Alone Call-in Procedures

When supervisors don't work in the same place as their employees, they must ensure that their employees are at work and all is well.

Working alone call-in procedures must be established by the supervisor or manager. At a minimum, supervisors should contact remote employees at the beginning and at the end of their remote work day.

Electrical Safety

- Does the workstation have grounded, electrical outlets? Older homes may not have three-prong grounded outlets, which could be an electrical hazard particularly during lightning storms
- Are power cords in good condition, or are they broken or scorched?
- Are power bar surge protectors plugged in to the wall socket?

Tripping & Falling

- Walking too quickly with arms full could result in injury
- Make sure that visibility is good. Lighting should allow you to see hazards. Correct dim lighting

- Remove tripping or falling hazards. Beware of obstructions in hallways, loose carpets, tiles or uneven floor surfaces and slippery or icy surfaces

Environmental Hazards

- Are there hazards such as asbestos, tobacco smoke or a gas leak in the workspace? Is there mold or excess dust?
- Is there adequate lighting to complete the work?
- Is there excessive noise or other distractions?

Other Safety Hazards

Other hazards unique to the remote work location and type of work that need to be considered daily are

- Biological hazards: mold, viruses, blood-borne pathogens and any other bodily fluids
- Chemical hazards: toxic and dangerous chemical exposure that may be associated with your remote work workplace (for example, off-gassing of a new carpet or paint)
- Workplace stressors: workload, distractions, competing priorities and life that can affect your ability to work. If workplace stress is exacerbated by working from home, remote work may not be a good option