Region of Peel Telework Guide Program
Offering employees more choices for how and when they work can be key to ensuring business continuity and emergency preparedness for your workplace. We have compiled some resources for you to help quickly start or refine work from home options for your workforce.

TEN ERGONOMIC TIPS FOR TELEWORKING

1. Ensure that the office chair is set for your height and then adjust the work surface to allow both arms at your side at right angles.
2. Directly face the display screen. Avoid any placement that requires you to twist your neck.
3. Avoid placing objects needed for your work at a distance that requires stretching. Organize your desk with items placed within easy reach.
4. Maintain your mouse in proximity of the keyboard and within your forearm reach.
5. A footrest can offer support for both your feet and back.
6. Use a headset instead of a phone cradle since it requires your shoulders to be raised.
7. Take short breaks throughout the day to stretch and walk around. Too often teleworkers become engrossed in their work and without any distraction and can be seated for too long. Some teleworkers set their alarm/phone to ring at various times during the day for these “short breaks”.
8. Avoid being in the same position for long periods of time. This is often difficult to avoid when your work is mostly in front of a computer screen.
9. Be cautious when purchasing items called “Ergonomic”. There isn’t a published standard and thus, you should evaluate the ergonomic value before purchasing.
10. Do not overload a plug with too many items and avoid loose cords around the work area.

For more information on Teleworking,
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