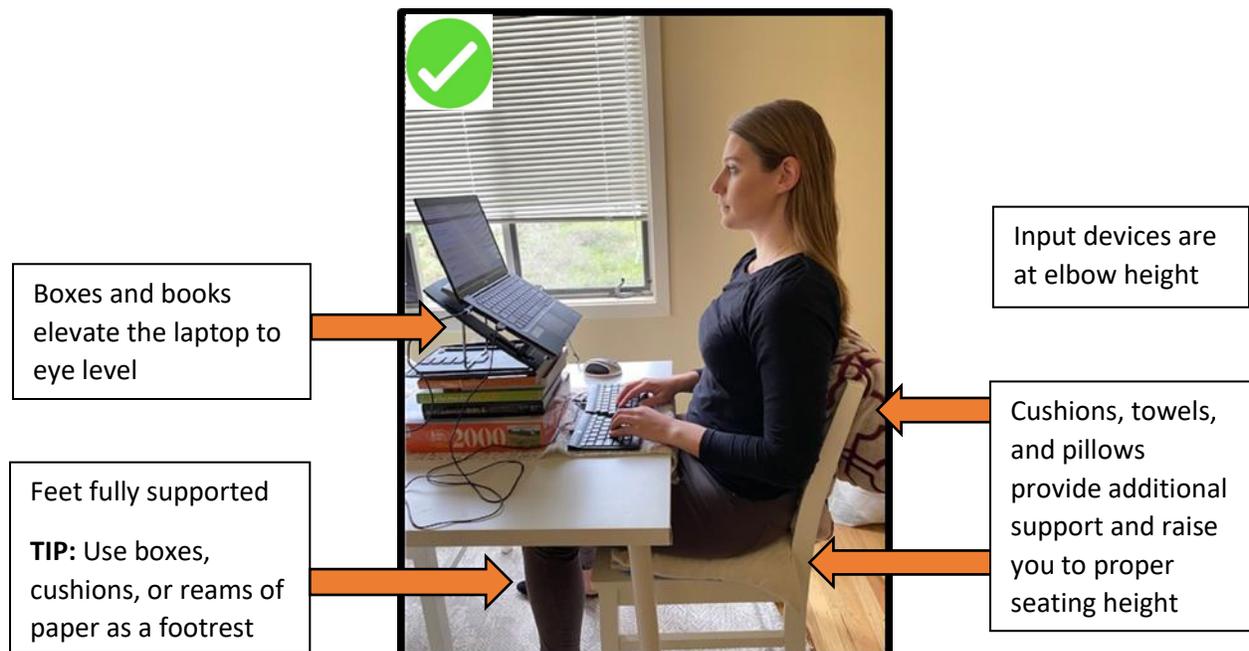


# Remote Work Guidelines

Office of Environmental Health & Safety – Injury Prevention Division  
[InjuryPrevention@mednet.ucla.edu](mailto:InjuryPrevention@mednet.ucla.edu)



- **Setting Up Your Workstation:** Locate a chair and work-surface
  - **Chair:** Identify a chair that provides adequate hip and lower back support. The seat depth should be short enough that you are able to shift your hips to the back of the seat and relax your upper back and shoulders into the backrest. Consider placing towels, blankets, or pillows behind your hips to artificially shorten the length of the seat.
  - **Feet:** Ideally, your feet should sit flat on the floor to limit circulatory pressure on the back of your legs. Consider using a small box, book, or binder to support your feet – ensure that your knees remain below the height of your hips when seated.
  - **Surface:** Identify a work-surface with sufficient area for your computer, paperwork, and input devices. Consider using a blanket or towel to pad a hard or sharp surface where it makes contact with your wrists and forearms. Ideally, the surface will sit level with your forearms when your shoulders are relaxed and your elbows hang at your sides. Consider using a seat pillow or blanket to elevate your body if the surface is too high.
  - **Monitor/Laptop:** Position your screen so that the top third is level with your line of sight. Consider using books, folders, and stands to elevate the screen. Use a peripheral mouse and keyboard to maintain the above seated posture.
- **Training:** Once you've set up your workstation, complete the [Healthy Working](#) online training and risk assessment to fine tune your posture and positioning.
- **Phone:** As the frequency of telephonic meetings and presentations increases, remember to use a headset, peripheral microphone, or the speakerphone function to allow for proper posture when using your phone and computer simultaneously. If such a meeting does not require computer use, consider using it as an opportunity to take a standing/movement break while you listen.
- **Breaks:** If your home-work environment is less conducive to a supported working posture, it is more important than ever to be mindful of your standing/movement break schedule. Take 5 minutes every 30-40 minutes to move around, complete a short chore, or perform some light stretching to promote circulation and prevent stiffness.
- **Contact Us!** For questions, comments, or concerns, feel free to reach out to the Injury Prevention Division of the Office of Environmental Health & Safety: [Injuryprevention@mednet.ucla.edu](mailto:Injuryprevention@mednet.ucla.edu)



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## Frequently Asked Questions

- **I have been asked to work from home but I am unclear on my responsibilities/role/hours. What is the University's stance on "telecommuting"?**  
Contact your supervisor to determine the above. You may also reference UC-PPSM 31 & 32 or consult [Campus Human Resources' Staff Employee Telecommuting Guidelines](#)
- **Does the Office of Environmental Health & Safety provide ergonomics assessments for my home workstation?**  
UCLA Health Ergonomics is unable to provide home assessments but you may consult our [online resources](#) for reference when setting up and using your home workstation. You may also complete the [Healthy Working](#) online training and risk assessment from home for additional tips and assistance.
- **I received equipment, modified duties, or alternative responsibilities to accommodate my needs after a work-related injury. Does anything change if I am asked to work from home?**  
Contact your supervisor, disability management consultant, and/or claims manager to clarify your needs and responsibilities while temporarily working from home. Open communication with your department is key to ensuring your safety.
- **May I take my equipment home to use while I telecommute?**  
Any equipment that was purchased by UCLA Health must stay at your assigned workstation. Chairs, desks, and sit/stand equipment may not be removed from your assigned facility under any circumstances. This includes but is not limited to peripheral devices such as monitors, mice, and keyboards.
- **If I decide to purchase equipment for my home workstation, what should I look for?**  
Mouse: Consider a multi-function, wireless mouse that requires a relatively low click-force and supports the weight and width of the user's hand. Ex: Logitech M510  
Keyboard: Use of a basic peripheral keyboard allows the user to independently adjust the height and view distance of a laptop screen. Ex: Microsoft Sculpt  
Laptop Stand: Place your laptop on an angled, ventilated stand such that the top third of the screen sits level with your natural line of sight. You may need to further elevate the stand using boxes, props, or books.  
Chair: If you have been assigned to long-term remote work, consider a padded, supportive chair with independent seat height/depth adjustments and a reclinable backrest.
- **Contact Us!**  
For additional information, please feel free to utilize the resources listed above or to contact the Injury Prevention Division at [InjuryPrevention@mednet.ucla.edu](mailto:InjuryPrevention@mednet.ucla.edu)