



Health & safety tips while working at home

- ▶ **Work/life balance**
- ▶ **Workstation design and arrangement
(ergonomics)**
- ▶ **Safety at home**
- ▶ **Information security & confidentiality**

Work-life balance tips

There are natural breaks in an office environment that will not occur at home, and it is essential that you take those breaks

Make a conscious effort to incorporate breaks such as

- ▶ **Leave your workspace and look out of a window for a few moments**
- ▶ **Spend a few moments chatting with family members**
- ▶ **Walk around your block at lunchtime**

Work-life balance tips

Keep to a “workday ritual”!

- ▶ **Have a specific location where you set up your workspace**
- ▶ **Have a beginning and end of day ritual such as taking a short walk before starting work. You may want to end the day the same way**
- ▶ **Set a schedule and stick to it. Make a 'to do' list and check your accomplishments at the end of the day. Remember important deadlines**
- ▶ **Maintain contact with your supervisor and co workers either virtually or by phone, they are one form of a support network**
- ▶ **Determine what interruptions are okay and which are not. Tell your friends and family what the ground rules are**

Ergonomic tips

- ▶ Keyboard **is at the right height (wrists are in a neutral position)**
- ▶ **The mouse is on the same level as the keyboard**
- ▶ **Sturdy work surface that can handle the weight of the equipment**
- ▶ **The lighting is properly arranged as to minimize any reflections or glare on the computer monitor**

Safety Tips

- ▶ Communicate **daily with your supervisor, even if it is not a work conversation, as a check in system**
- ▶ **Be aware of hazards in and around your home**
 - ▶ **Example, wires protruding and creating a tripping hazard**
- ▶ **Take a few moments to control the hazards**
 - ▶ **Example, organize your wires with elastics/ zip ties/ headbands/ tape/ etc. to keep the area safe**
 - ▶ **Working alone (more than 50% of the time)**

Checklist

Electrical safety checklist

Try it at home!

	Yes	No
Are extension cords in good condition & positioned safely?		
Are cords and cables causing a tripping hazard?		
Are outlets grounded & not overloaded?		
Is equipment in an open space to reduce overheating?		

Information security & confidentiality tips

Staff may deal with confidential or sensitive material for e.g. claimant health status or financial information

To ensure these documents remain secure:

- ▶ **Avoid printing work related information at home**
- ▶ **Shred documents at home with a cross or confetti shredder**
 - ▶ **No access to a shredder? Secure your documents until you return to work and put them in the Rip N Shred bins for safe destruction**
- ▶ **Store notes in secure locations, such as a locked filing cabinet**
- ▶ **Avoid having confidential phone calls on speaker**