

# Working from home



- Make sure to bring home all of the equipment you would require if you need to work from home (computer, chargers, headset, mouse, etc.)
- Choose an area to work in, that is suitable and safe. If possible, work in a different area of your home than one you would typically use to relax or sleep. (If this is not possible, move all work-related technology out-of-sight once you have finished work so there is a clear distinction between home and work.)
- Stick to normal working hours; turn your phone and laptop off so you are not tempted to keep working for longer.
- Ensure there are no trailing wires that could present a trip hazard. Visually check wires are not damaged before use.
- Connect regularly with work colleagues to ensure you don't feel isolated when working from home.
- Consider using your webcam in conference calls to ensure that you are maintaining the social and community aspects of work as much as possible while at home.
- If you are a manager, make sure you reach out and connect with your team as you are not seeing people every day in the way you might in the office.
- Use the *'homeworkers safety assessment checklist'* to help you to consider all the health, safety and security risks you may be exposed to; and to guide you in making the right changes where needed.

## Setting yourself up

- ✓ Always try to work at a table or desk. Your workspace should have enough space for your laptop and clearance for your legs underneath.
- ✓ Some natural light is beneficial, but be careful of glare (use blinds or curtains to block the glare if needed).
- ✓ Ensure you take regular breaks as you would in the office; stand up and walk around, ensure you take a lunch-break away from your workstation and stay hydrated; consider doing **desk stretches**

