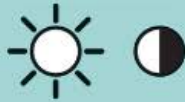


WORKING FROM HOME

A GUIDE TO STAYING SAFE AND STAYING WELL
WHILE WORKING AT HOME

1 SCREEN

ADJUST SCREEN
BRIGHTNESS
AND CONTRAST



ADJUST FONT
SIZES
so they are
easy to read



The screen should be
directly in front of you,
around an arm's length
away, with the top of the
screen roughly at eye level.



- Your forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
- The screen should be placed to avoid glare or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights and by using curtains/blinds.
- Make sure individual characters on the screen are sharp, in focus and don't flicker or move.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).
- Laptop users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse where possible and the height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised.

3 DESK & CHAIR

- Ensure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Make sure there is space under the desk to move legs.
- Avoid repeatedly stretching or twisting to reach things.
- Use a comfortable, stable chair that enables you to have a straight back, supported by the chair, with relaxed shoulders.
- Your knees should be slightly lower than your hips and Your elbows should be by the side of your body so your arm forms an L-shape at the elbow joint.
- Avoid excess pressure from the edge of seats on the backs of legs and knees, rest feet on the floor, don't cross your legs. A footrest may be helpful.



2 KEYBOARD & MOUSE

- Place your keyboard in front of you, with a gap of about 4 to 6 inches at the front of the desk to rest your wrists between bouts of typing.
- Keep your arms bent in an L-shape and your elbows by your sides.
- A space in front of the keyboard can help you rest your hands and wrists when not typing.
- Try to keep wrists straight when typing.
- Keep a soft touch on buttons, do not press hard or overstretch the fingers.
- Position the mouse within easy reach, so it can be used with a straight wrist.
- Support the forearm on the desk, and don't grip the mouse too tightly.



4 WORKSPACE

- Make sure the room is comfortable in terms of space to move around, heating, lighting, ventilation and noise.
- Anyone working alone is at risk in an emergency because they have no one on hand to help if problems occur.
- Avoid wires trailing over floors or walkways as they could trip people up.

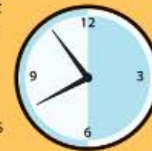


5 WELLBEING

CLARIFY EXPECTATIONS

- Workers should have a clear understanding of what their duties are and whether they are different from their usual tasks, what hours they are expected to work and what to do in the event of illness.
- In addition, it can be helpful to set boundaries in terms of separating family and caring responsibilities from work responsibilities, ensuring interruptions are kept to a minimum and that you have a designated work 'space'.

- Make sure you don't over-work. Keep track of your hours and resist the temptation to keep checking email when your hours are finished.



KEEP IN
TOUCH



- Working from home can be lonely and isolating, which can impact on mental health, so it is vital to have regular communication with your manager and colleagues. This could be via the phone, email or videoconferencing software.

**MOST IMPORTANTLY...
TAKE REGULAR BREAKS**

