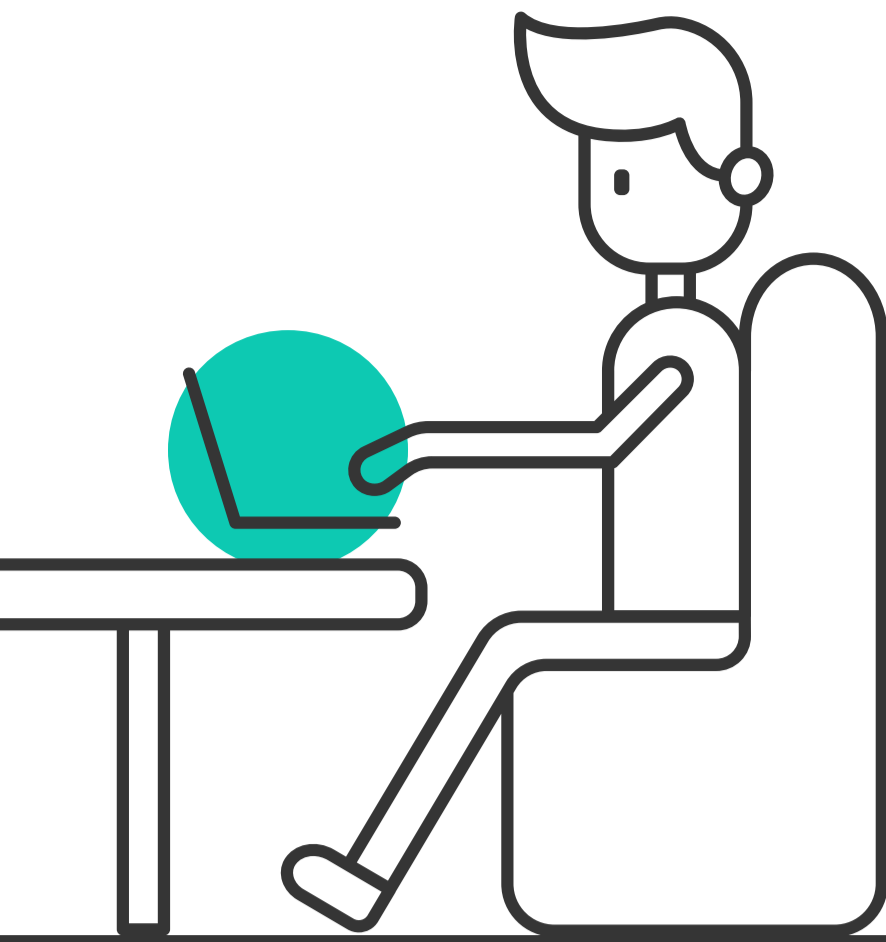


Working safely at home



In an effort to try to prevent the spread of COVID-19, many workplaces are asking their employees to work from home. Here are some things to keep in mind when setting up and working in your new home workspace.

Check your posture



Try to maintain proper posture, paying careful attention to the position of your head, neck, spine, arms, wrists, hips, thighs and feet. The small of your back should be supported, your shoulders relaxed (not slumped or elevated), and there should be no pressure under your thighs. Sure, you can do everything from your laptop while sitting on the wooden chair at your kitchen table, but you can't do it without putting yourself at risk.



Take Breaks

Remember to take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover. During these breaks, make sure to get up and move around. Also, don't short-change yourself, especially during lunch. Try to take the full hour.



Avoid distractions

If possible, work in a quiet room with the door closed. If there are distracting noises, try headphones, ear plugs, soft music or a quiet fan to reduce or mask the sounds.

Avoid glare

Use window shades, diffusers on overhead lighting and anti-glare filters for computers to help reduce or eliminate glare.



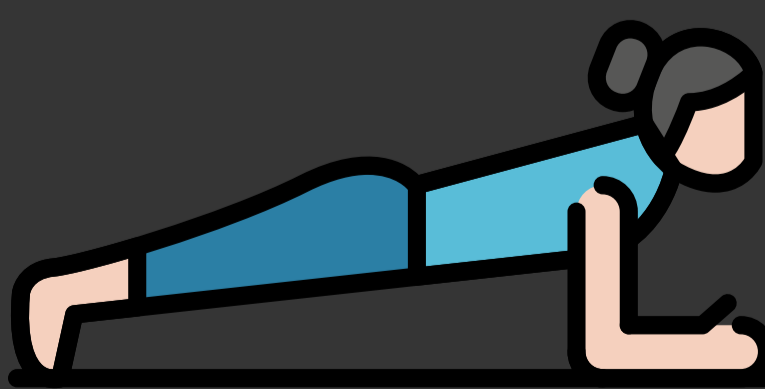
Stay social

To help fill the socializing gap while working at home, find a colleague you can call when you feel the need to chat. Alternatively, buddy up with a friend who works elsewhere and is going through the same experience.



Exercise

We all know that exercise is essential for overall health. Working from home means you might be getting less of it. You may be walking less because you are not commuting to and from an office, going to meetings, and so on. Make sure that you make time to exercise when working at home.



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