

# Top 10 Tips for Working Safely from Home



01

## Setup:

**Get your set up right including the following points:**

- Try and get set up in a separate private room if practically possible.
- Raise the chair up so your forearms are level or 90 degrees with the desk. This is especially important if working from a dining room table.
- Try to have your hips and knees at 90 degrees.
- If your feet are hanging down put some books or a box underneath them.
- Raise your laptop or monitor up so your eyes are looking at the top 1/3 of the screen or with progressive glasses slightly lower so you don't have to move your head to read the screen.
- Place your laptop approximately 1 arms length away 450-600 mm away.
- If possible try and use separate keyboard and mouse rather than that of your lap top.
- Sit up close to your desk/table so that you have forearm support.



02

## Routine:

**Set up a regular routine.**

- Go on get out of your pajamas! Try and dress in work clothes to have some separation between “work isolation” and “home isolation”.



03

## Breaks:

**Take regular breaks and have regular food at this time.**

- Set alarms if you need to or have them scheduled into your calendar.

04

## Movement:

- Keep moving and keep warm as you may be sitting for longer than you would moving around an office. Do some housework. Go for a walk or join us at 9 am for our Body Wise “Isolation” program. Use some of these exercises as micropauses during the day.



**BODY WISE**  
physiotherapy

05

## Hydration:

- Top up a bottle of water at the start of the day and have it somewhere you can see to remind you to keep hydrated.

06

## Lighting / glare:

**A lot of home lighting isn't sufficient for working with computers and hard copy.**

- If you can, get a side light and add some supplementary lighting especially in dark rooms.

07

## Blink:

**Getting tired eyes?**

- When we are concentrating, our eyes blink less and therefore lubricate the eyes less. If you are getting tired eyes or headaches this is a great tip.
- Also periodically stopping and looking at the window at the furthest away thing you can see helps with tired eyes as well.



08

## Distractions:

**There will no doubt be plenty more of these than usual.**

- Wear head phones or ear plugs if need be. Turn off social media notifications! Have allocated time for checking emails in between job tasks.



09

## Background:

- If you are having online meetings, clear the background behind you and try not to have glare from windows or lights behind you.

10

## Connection and wellbeing:

- Keep connected with work colleagues. Set up a morning tea break and share a cuppa over zoom, microsoft meetings or messenger.
- Put the things above in place to help with your wellbeing but also make sure you let your managers and team know if you aren't coping. This is a stressful time with a lot of adjustments for everyone, so keep communicating with your team.

