



MONTHLY SAFETY BRIEF: WORKING FROM HOME

Introduction

Due to the recent COVID-19 pandemic, many of us are working from home and staying out of the office. Since working from home can be difficult for many reasons such as distractions, lack of an office or defined workspace, an upset schedule, and many other reasons, I asked Amy to put together this safety brief to help us out. Thanks Amy!

Amy researched and outlined tips for us that can make working from home easier and more productive.

Tips for working from home:

- Set up a “safe” workspace.
 - Ensure that your space is ergonomically correct. If possible, work at a desk, kitchen table/counter with a proper chair. Working from a couch or lounge chair is not ergonomically correct;
 - See this link for guidance: <https://images.app.goo.gl/FWXR7KG1LV7aWXPbA>
 - Ensure that the workplace has adequate lighting.
 - Your work area must be of a good size to accommodate equipment and documents used.
 - Cabinets, bookshelves and other furniture should not prevent safe and rapid egress from the work area in the event of an emergency. Make sure all cabinets and drawers remain in the closed position when not in use.
 - Make sure your home has a functioning smoke detector. This is law in Illinois.
- Cord Management
 - Ensure that all cords are arranged safely and do not pose a trip hazard.
 - Cords should not be spread across walkways, or in a common path of travel.
 - Ensure that cords are arranged so that they are not draped over other equipment, or in a way that would pull or drag other equipment down.
- Watch out for electrical safety
 - Pay attention to electrical outlets and cords
 - Never overload outlets
 - Make sure that all your home electrical equipment is UL listed.
- Set up a quiet workspace that is functional.
 - Designate a specific work area that is separate from personal areas used for other activities.
 - Set boundaries with people that are sharing the workspace.
- Make sure you take a five-minute break every thirty minutes or so.
 - This will allow you to get up to do some exercises such as walking around or stretching.
 - This will also give your eyes a break from the computer screens.
- It is important to change positions throughout the day.
 - Working in the same position can cause back and neck pains.
- Eat healthy.
 - Working from home gives you full access to the kitchen and snacks.
 - When working in the office, you are limited to what you brought for lunch.
 - Choose fruits and vegetables instead of chips and cookies.



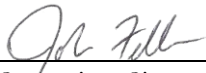
- Have a daily routine.
 - Create a morning routine that will help you wake up and start working.
 - Set a work schedule with specific work hours and stick to it.
 - Make a to-do list.
 - Have an end-of-the-day routine that signals the workday is over and separate yourself from your work.
- Be mindful of security risks.
 - Jodi sent out an email warning us about websites or emails that do not seem legit.

Working From Home Quiz

No Quiz! – Just please sign below that you acknowledge and will adhere to the guidance set forth in this awareness document. Please send back to Jeanine as soon as possible.

Instructor(s) – John Feller, CIH, CSP

Employee Signature



Supervisor Signature

Date