



WORK FROM HOME CHECKLIST

1. Set Up Your Office Desk.

- The desk is at a height that allows hips to be slightly higher than knees, and wrists slightly lower than elbows.
- There is adequate leg space under the desk.
- Your feet can be flat on the ground.
- Consider purchasing a standing desk to create a maximally adjustable workspace and promote movement.

2. Set Up Your Office Chair.

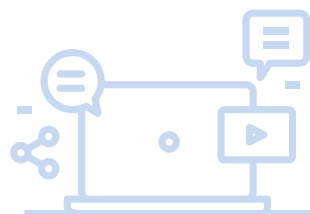
- The seat height, seat tilt, angle and back rest are all adjustable.
- The chair has a 5-point base (or a non-rolling base) to ensure stability on the floor.
- The chair has adequate lumbar support and padding. If the chair has armrests, ensure they are adjustable, so the chair doesn't get caught under the work surface.
- The chair height is adjusted so that knees are bent at right angles with thighs parallel to the floor.
- The seat back is adjusted to support the lumbar curve of the lower back.

3. Set Up Your Monitor.

- Monitor height is adjusted so top of the screen is level with or at slightly lower height than eye level (approx. 400mm above the work surface).
- Monitor is approx. arm's length from user. If using a laptop, use a laptop stand to raise the laptop screen, so that it is at the same height as the user's eyes (use an external keyboard and mouse to preserve ergonomics).
- Monitor is positioned to avoid glare, i.e. perpendicular to window or other strong light source.

4. Set Up Your Keyboard & Mouse.

- Keyboard to user distance allows user to relax shoulders with elbows close to the body (Where possible, you should use a separate keyboard and mouse. This makes the rest of your workstation more adjustable).
- Keyboard and mouse are on the same level, about 10-15cm between keyboard and edge of desk (for forearm support).
- Keyboard is directly and symmetrically in front of you, and your mouse is positioned directly next to keyboard.



5. Check Lighting, Noise & Temperature.

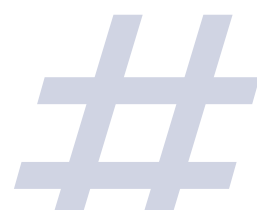
- Ensure there is enough lighting for the task being performed and that the work is easy to see so your eyes don't become fatigued.
- Consider glare reflections on your monitor. Where possible, set up your work area at 90 degrees to any windows to reduce glare reflection.
- Check that ambient temperature is between 22 and 29 degrees. If it's higher or lower, use air-conditioning and/or heating to keep it in range.
- Ensure there's no excessive noise present in the work area on a consistent basis.

6. Check Emergency Exits And Safety Equipment.

- Consider the accessways including stairs, floors and entrances. Keep them clean and clear of slip or trip.
- Ensure you have a clear route from the designated work area to a safe outdoor location in case of fire.
- Ensure that flooring is in good condition.
- Check that your house doesn't have water intrusion and signs of mould.
- Have emergency phone numbers readily accessible.
- Have a suitable first aid kit readily available.
- Designate an emergency assembly point outside of your home in place in case of fire.
- Ensure your smoke detector is installed and properly maintained.
- Have a fire extinguisher or blanket available in case of minor fires.
- Ensure that you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'.
- Front door is sufficiently secured to prevent unauthorised entry.

7. Check Electrical.

- Electrical equipment is safe to use. Prior to plugging in any cords and equipment, check them for nicks, exposed conductors or visible damage. If damaged, do not use.
- Safety switch is installed, or residual current device is used, and perform a push button test of all safety switches initially and every 3 months.
- Check that power outlets are not overloaded with double adapters and power boards.



8. Check Communication Processes.

- Agree on a reasonable communication strategy between you and your manager (for example, call-in or email morning and/or evening if and when appropriate at night).
- Agree to inform your manager if there is any change that may impact your health and safety.

9. Ensure Work Best Practices.

- Take breaks every 30 minutes of keyboarding, and stand and stretch at least once per hour.
- Use your hand to hold the telephone receiver or wear a headset (no cradling).
- Make sure any lifting, pushing, or carrying type task is well within your physical capacity.

10. Establish Mental Health Best Practices.

- Set up your workstation and establish boundaries around your work hours with your partner, children and/or house mates.
- Use outdoor spaces where possible when you take breaks and try to incorporate some exercise or other activity as part of your working day.
- Identify potential distractions and put strategies in place to minimise them, for example separating your workstation from the rest of the house.

