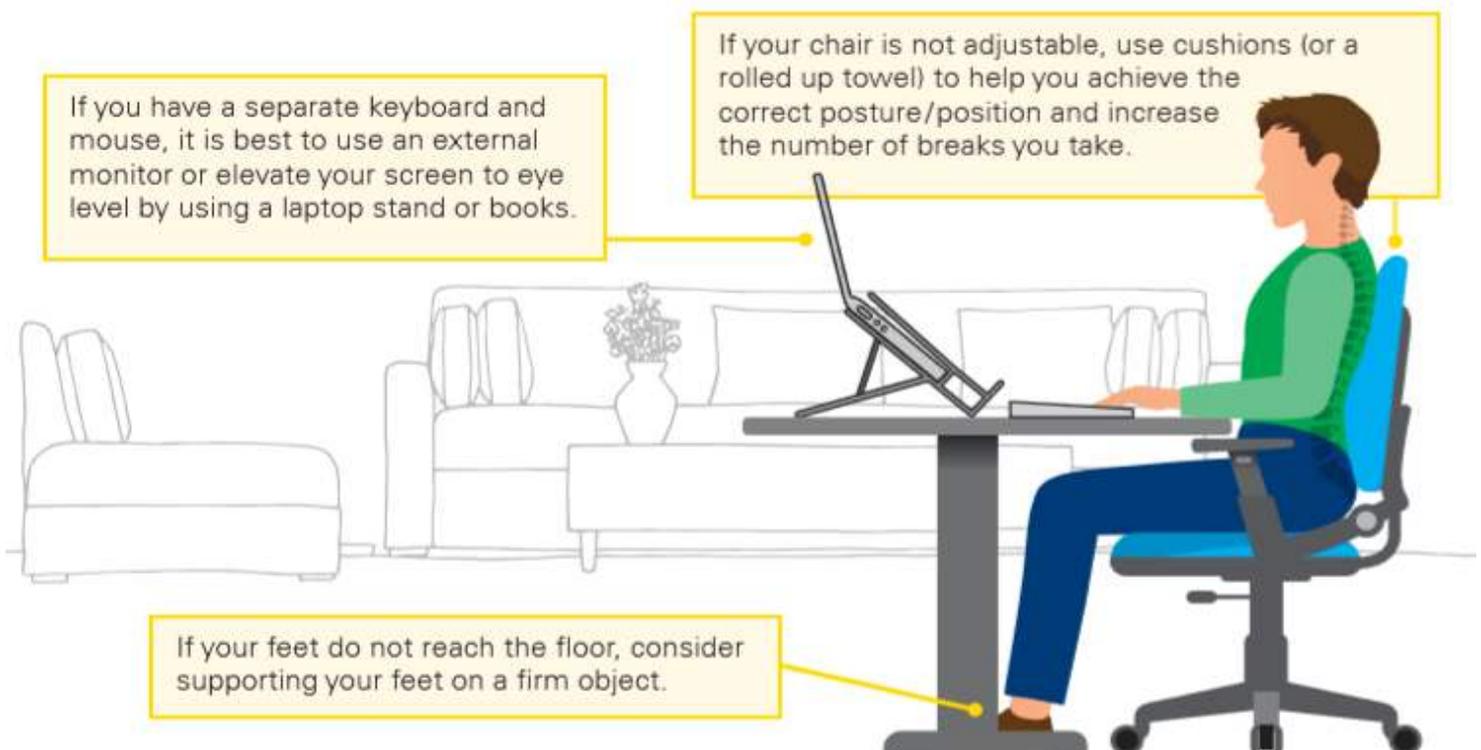


- Ensure that you bring all work equipment that is required to be used at home (computer, chargers, headset, mouse, etc.).
- Choose an area to work in, that is suitable and safe. If possible, work in a different area of your home than one you would typically use to relax or sleep. (If this is not possible, move all work-related technology out-of-sight once you have finished work so there is a clear distinction between home and work.)
- Stick to normal working hours; turn your phone and laptop off so you are not tempted to keep working for longer.
- Ensure there are no trailing wires that could present a trip hazard. Visually check wires are not damaged before use.
- Connect regularly with work colleagues to ensure you don't feel isolated when working from home.
- Consider using your webcam in conference calls to ensure that you are maintaining the social and community aspects of work as much as possible while at home.
- If you are a manager, make sure you reach out and connect with your team as you are not seeing people every day in the way you might in the office.
- Use the '[Workplace Inspection Guide – Work from Home](#)' to help you to consider all the health and safety risks you may be exposed to; and to guide you in making the right changes where needed.

Setting yourself up

- ✓ Always try to work at a table or desk. Your workspace should have enough space for your laptop and clearance for your legs underneath.
- ✓ Some natural light is beneficial but be careful of glare (use blinds or curtains to block the glare if needed).
- ✓ Ensure you take regular breaks as you would in the office; stand up and walk around, ensure you take a lunchbreak away from your workstation and stay hydrated; consider doing [desk stretches](#).



Guidance from the HSE Division during this "Work from Home" period.