



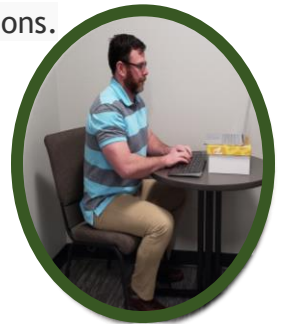
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## WORKING REMOTELY TIPS

Safe and healthy work practices are an important part of work life at the office, when travelling on business and when working remotely from home. Working remotely offers a variety of benefits. It also can present some challenges such as plentiful access to snacks, distraction, etc. Establishing and maintaining a safe remote work space with safety in mind and following healthy work practices is ultimately the employee's responsibility. Here are a few tips to keep in mind when working remotely:

### CREATE A SAFE AND ERGONOMICALLY FRIENDLY WORK SPACE

- ❖ Limit noise and distractions. Select a quiet space that's free of distractions.
- ❖ Keep ergonomics in mind when selecting your work space. Ideally, try to use a desk and chair that facilitates good posture and reduces repetitive muscle strain. Try to position your monitor so it's just at or slightly below eye level and, if possible, connect an external keyboard and mouse to your laptop so you don't have to look down all day to see the screen.
- ❖ Keep cords under control. Computer cords and phone chargers can easily become a tangled mess and cross walkways, creating trip hazards. Avoid this hazard by keeping cords out of walkways.



### HAVE CLEAR WORKING HOURS

- ❖ Establish clear working hours. Set working hours just as you would in the office and stick to them.
- ❖ Set boundaries. Just because you are working from home, it doesn't mean you are available all the time to everyone.



### TAKE TIME FOR EXERCISE

- ❖ Trade your commute for exercise. When working remotely from home, use the time saved from commuting to exercise by taking a brisk walk around the yard or surrounding neighborhood, going for a run, jumping on a treadmill or stationary bike, etc. A little exercise has physical and psychological benefits during the workday.
- ❖ Fidgeting is actually beneficial. Sorry Mom, you were wrong on this one. Mayo Clinic researchers in 2005 concluded the more you move – even tapping your feet under a desk – the less likely it is that you will gain weight. Small movements have major lifestyle impacts.
- ❖ Take frequent breaks. Stand up and stretch to keep blood moving to all your limbs and to stimulate your body and mind. Use conference calls as an opportunity to stand up, walk around, or do some gentle stretching beside your desk.

### COMBAT THE PANTRY WITH HEALTHY SNACKS

- ❖ Prepare healthy snacks of fruits and vegetables ahead of time to help you avoid the temptation to open a bag of chips when you get the munchies.

SAFETY MATTERS