

Guidance for Working from Home

April 2020



Health & Safety tips for working from home

During these unprecedented times, staff may need to work from home. As a temporary measure, here are some practical and helpful reminders for working at home.

Workstation set up

Setting up your working zone at home is similar to the office. Your working zone should include:

- A table / desk
- Chair
- Surface / laptop or PC
- Peripherals e.g. mouse, keyboard

Find an area with adequate space to set up a suitable working zone. Ensure there is sufficient light, ventilation and no trailing cords.

If you have not already done so, complete the on-line [Introduction to Ergonomics](#) on LinkedIn Learning.

Set up your working zone. Click know your [ergonomic working zone](#) and the [workstation set up diagram](#) for guidance.

Check your electrical equipment is still safe to use. Do not overload sockets or daisy chain extension leads. Become familiar with all escape routes in case of a fire. Are they clear?

Keep regular contact with your line manager and team to keep them informed you are safe and well.

Contact your line manager and Health & Safety team if you have a special ergonomic chair or equipment provided by Health and Safety team.

Reporting

Incidents, near misses and ill health should still be reported in the usual way using the [online report form](#).

Wellbeing

It is important to take regular breaks and maintain positive wellbeing when working.

- Take a micro-break (2-3 minutes) every 20 minutes
- Take a break (5 minutes) every hour e.g. make a hot drink or walk around the room.
- Do simple [workstation exercises](#)
- Keep hydrated and drink water
- Enjoy healthy snacks and avoid sugary or fatty foods
- Stay connected and maintain social connections with your team, family, friends and community

It is quite normal to feel anxious or stressed during these situations. Contact your line manager or [Employee Assistance Program](#) for free and confidential help.

Training and other resources

The following links provide additional information to help you set up your workspace:

- [Introduction to LinkedIn Learning](#)
- [Ergonomic working zone](#)
- [Workstation set up diagram](#)
- [Workstation exercises](#)

Further Information

For further information or assistance, please contact the Health & Safety team at safety@dcu.ie