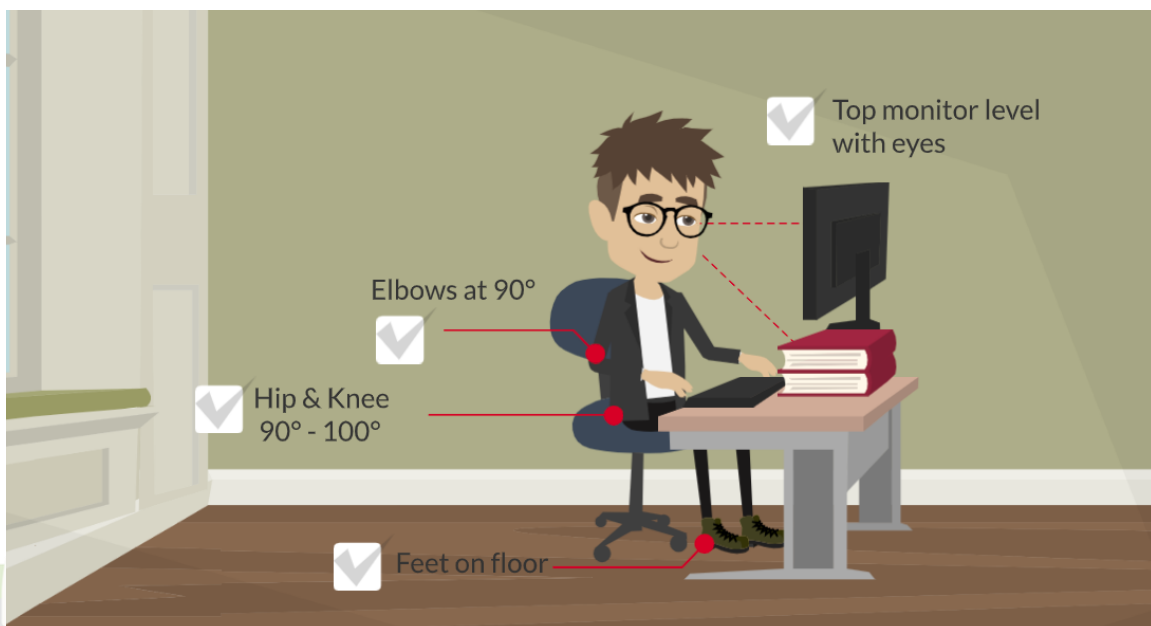


HOME OFFICE:

How to work from home with health & safety

- ✓ Choose to work in a suitable office or table with similar office-based features (height - dimensions - space).
- ✓ Choose to use a suitable work seat. Ideally (office chair) with height adjustment and backrest. Otherwise, prefer a chair with just a back.
- ✓ Avoid working with your laptop on your laps or in inappropriate places (sofas, couches etc.). Laptop use should follow the same rules as a desktop computer in the office.
- ✓ Proper working position means:
 - ▶ The screen should be positioned directly by the user and at a proper height so that the neck does not get twisted (the center of the screen approximately at an eye level).
 - ▶ Reflections should be avoided (use of curtains and proper placement of the office).
 - ▶ The keyboard should allow freedom of movement and avoid arm-elbow fatigue.
 - ▶ The home-based workspace should support freedom of movement (such as chair movement etc).





- ✓ Ensure that the workplace is adequately ventilated, has a suitable temperature and is not subject to air currents.
- ✓ Take breaks frequently.
- ✓ Avoid working late at night.
- ✓ Keep your space tidy and make sure items are securely placed on shelves.
- ✓ Do not use worn out power supplies while the cables and sockets are fitted in so as not to interfere with the workspace and the freedom of movement in general.
- ✓ Try to avoid doing parallel activities (eg cooking) while working.
- ✓ Make sure that the workspace is not close to heat sources (next to kitchens, stoves), under or next to electrical panels.
- ✓ Make sure to isolate as much noise and distraction as possible (eg open TV).
- ✓ Make sure to have a basic first aid kit.
- ✓ Remember that in every home, regardless of work, it is recommended to have a ready to use fire extinguisher (preferably 6kg dry powder).
- ✓ When our home-office equipment has been provided by your employer-company (eg computer screen keypad, printers, telephone etc.), in case of any maintenance needs, make sure to inform the responsible department accordingly.