



# Safety and Wellbeing When Working from Home

It is important to look after your safety and well-being (mental, physical, and social) if you are working from home (WFH).

Be aware that normal work health and safety rights and responsibilities apply while you are working under a WFH agreement. If you would like information or advice on safety or wellbeing whilst working from home, contact your local Work Health and Safety Consultant. Contact details can be found on the EMHS and site hubs via [Working@EMHS > Work Health and Safety](#).

## Computer Workstation Set-up

- Prior to commencing your Working from Home arrangement, complete the "[Home Based Workstation Self-Assessment Checklist](#)".
- For an optimal workstation set up, you will be able to answer "yes" to all questions.

## Wellbeing

- If you are new to WFH it can help to maintain your normal habits, such as meal times, exercise schedule, and work times.
- Dressing in your normal work clothes and "going to work" can help you get in the work mindset, and also reminds others in your home that you are "at work".
- Set boundaries and time limits to ensure you achieve your work goals and work your scheduled work hours. It can be tempting to carry on working if you have not set times to start and finish work.
- Check in with your manager at the start and end of each working day to discuss priorities and progress.
- Have a lunch break away from your computer and maintain a healthy diet.
- Don't rely solely on email communication with work colleagues. Contact by phone and video conferencing will help you keep in touch and reduce feelings of isolation.

## Stand up, sit less, move more

- Prolonged sitting is associated with a range of health problems. Even a good posture can be a problem if held for a prolonged time.
- Make sure you change your posture regularly. For example:
  - Sitting with your trunk upright is good for computer work.
  - Sitting forward in your chair and leaning your forearms on the desk, or lowering your chair is good for paperwork.
  - Leaning back against the backrest is good for thinking and talking
  - Use changes in your work task to help you change posture. For example, stand when on the telephone, while reading printed documents or while you watch work virtual presentations or webinars.

- Try to reduce excessive sitting by:
  - getting up from your computer for an active break (e.g. stretching or walking) for a couple of minutes every half hour.
  - If you have stairs, take a stair break a few times a day, or do a few quick laps around your house or to the letter box.
  - Take regular trips to the kitchen for a glass of water.
  - Use an alarm on your watch to remind you to stand up and move.
  - Take a walk at lunchtime, ensuring you comply with any local lock-down rules.

Print off the [EMHS Make your move – sit less!](#) resource, place it somewhere obvious to remind you to do some safe stretches each day.

## Emergencies

Create a home fire escape plan. Refer to the [Department of Fire and Emergency Services website](#) to view important considerations and a sample escape plan.

For all other emergencies when working at home, dial Triple Zero (000) immediately.

## Incidents

- Remember to report any incidents or safety issues to your manager immediately.
- Follow up with a report submitted in CHoIR (the Combined Hazard or Incident Report), which is accessible from the [EMHS intranet home page](#).

## Employee Assistance Program

If you would like more support in your transition to working at home, or to otherwise support your well-being, remember that you can connect with one of our Employee Assistance Program providers for confidential and free counselling conversation.

Both EAP providers are resourced to provide counselling services face to face, by telephone and/or via video conferencing / live chat. Providers also offer wellbeing resources on their portals. Contact Details and Login Details for both providers are listed below.

LifeWorks	Converge International
Call 1300 361 008 to make an appointment.	Call 1300 687 327 to make an appointment or <a href="#">submit a booking request</a> online
View online wellbeing resources via the LifeWorks app from the iOS App Store, on Google Play Store, or via their <a href="#">portal</a> .	Log in to the Converge International portal via their <a href="#">blog</a> page using the following login details:
App and portal login details are:	
Username: emhs	Username: converge
Password: eap	Password: eap