

# Work From Home Considerations

For remote workers, safety is just as important as if you were working in an office. By configuring your workspace, you can avoid injury, improve your productivity, and increase your overall well-being. While the work and social environment is different than if you were in an office, establishing an equivalent workspace at home can be possible with a few considerations.

## Telecommuting Tips

### Designate a specific work area

It is essential to create a dedicated work area that allows you to be comfortable and productive. Prep your space whether it is a desk, dining table, or nook with items you need in close proximity.

### Maintain discipline and a set work schedule

Get ready for the work day. Changing into work clothes can help establish your professional mindset. Make your team and those you live with aware of your schedule.

### Be in regular contact with your team

Maintaining an open line of communication allows us to be more productive, efficient, and most importantly more human. Use technology to your advantage and connect with colleagues regularly.

### Create boundaries to limit distractions

Distractions come in many forms such as pets, children, TV, and roommates to external distractions such as construction and traffic. Identify blocks of times you are least distracted and plan tasks that require more focus during those times. Turn off notifications and extra sounds and keep the television off until after work.

### Take frequent breaks and stretch regularly

Invest in your health and well-being. Take micro breaks every 30-60 minutes to allow your body to recover from the repetitive motion of computer work. Phone calls are often a good time to walk and stretch.

## General Safety

- Floors are clear and free of hazards. Walkways, aisles, and doorways are unobstructed.
- All electrical plugs, cords, outlets, and panels in good condition with no exposed or damaged wiring. Computer equipment is connected to a grounded surge protector. Electrical cords are secured under a desk or along a wall and away from heat sources.
- Lighting, temperature, and ventilation are adequate.
- All incidents and safety concerns are reported to your supervisor, regardless of severity.

By making loss control visit(s), evaluations and/ or recommendations, or providing safety materials, Berkshire Hathaway Homestate Companies and this Consultant have not and do not undertake or assume any duty to you or anyone else, including but not limited to: A) Identifying or reporting upon any hazard at your premises; B) Managing, controlling, or correcting any hazard; or C) Enforcing compliance with any local, state, or federal safety or health law. Our recommendations or safety materials may not address every possible loss potential, code violation, or exception to neither good practice nor will compliance with any submitted recommendations guarantee the fulfillment of your obligations as required by any local, state, or federal laws. Loss Control is your management's daily responsibility. You are urged to implement and maintain your safety and health management programs.

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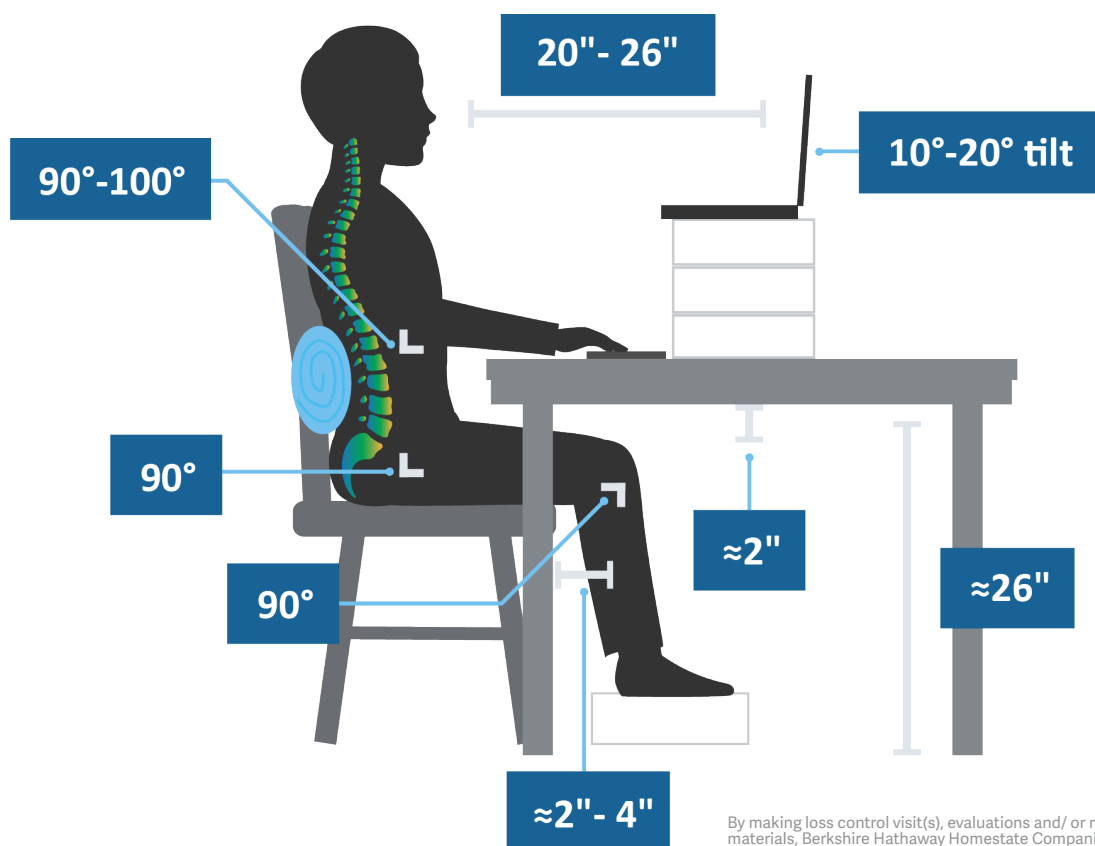
## Workstation Ergonomics

- **Chair Tips:** Ensure your back is adequately supported by the backrest of the chair. Sit all the way back with neutral spine and shoulders relaxed. Use a pillow or rolled towel for additional lumbar support, if needed.

Note: Working from a couch or bed does not support the neck, wrist, and hand alignment and can lead to injury.

- **Footrest Tips:** Your feet should reach the floor when seated or fully supported by a footrest which can be a sturdy box or reams of paper.

- **Monitor Tips:** Place your monitor 20-26 inches (approximately arms reach) from eyes and top of screen is slightly below eye level. Use a box or reams of paper to adjust laptop height.
- **Keyboard and Mouse Tips:** Use an external keyboard and mouse whenever possible. When keying, forearms should be close to parallel with the floor. Keep elbows at your side and flexed at 90 degrees. If your chair is not adjustable and too low, use a folded towel to raise seated height. Keep your wrists in a neutral posture and hover your arms to avoid planting wrists into the edge of the desk.



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Please contact the Loss Control team at:  
[losscontrol@bhhc.com](mailto:losscontrol@bhhc.com) for any further questions.

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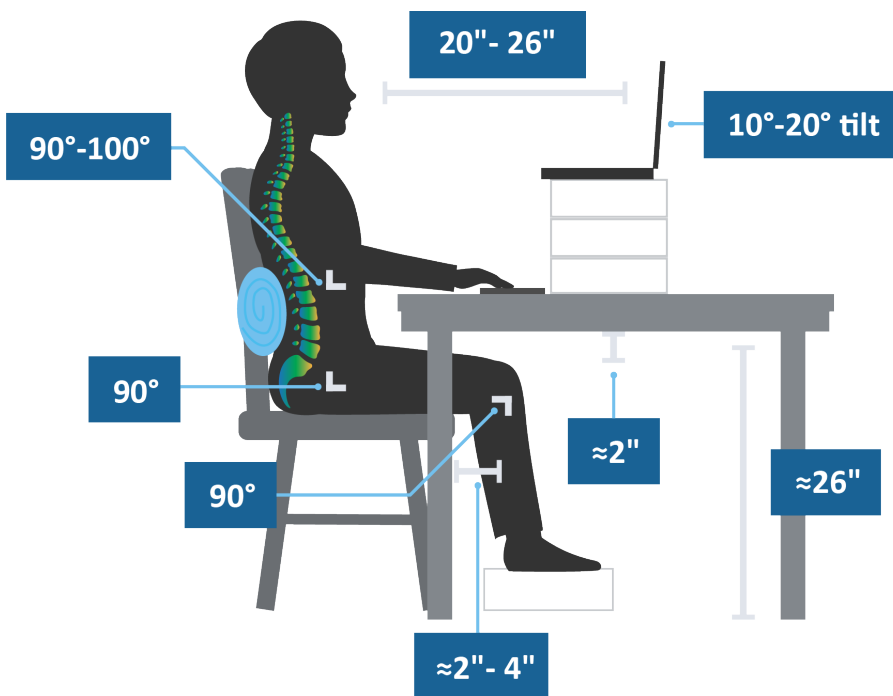
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