WORKSTATION
SAFETY GUIDE

Working from home can present new safety concerns that could lead to employee injury and harm. Use the guide below to make sure your at-home workspace meets the minimum criteria for safety and is configured for optimal, ergonomic support.

1. Set up and organize a designated at-home workstation in one location of your home.

2. Eliminate potential tripping hazards and other common sources of accidents from your workspace.

3. Make sure you are utilizing an appropriate desk and chair.

4. Place your computer, mouse, and keyboard in the correct positions.
   - Position your keyboard so that your wrist is in the “natural” or straight position while typing; avoid extreme hand reaches.
   - Adjust your display monitor height so that it’s at the same height as your eyes.

5. Utilize proper lighting to reduce eye strain.
   - Position monitor within an arm’s reach and away from direct light or glare.
   - Adjust screen controls for brightness and contrast.

6. Eliminate possible electrical or fire hazards.

For more information, contact your Loss Control Consultant at (800) 292-5421 or visit www.setseg.org