



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.