



## Living Sky School Division No. 202

*Growth Without Limits, Learning For All*

### Procedure 5.41 Appendix A - How to Set-up Your Home Office

Based on guidelines from the Canadian Centre for Occupational Health and Safety

An appropriate workspace at home may include:

- a space or room where it is easy to concentrate - preferably separate from other living areas and away from the television.
- landline telephone or cell phone.
- Internet connection, if possible.
- control over temperature, light and sound.
- household members who will understand you are working and will not disturb you unnecessarily.

A home office should meet the same health and safety standards as those available at work.

For example, you should make sure that:

- Your desk, chair and other accessories are of a comparable (equal) quality to that in the office. For example: the desk should be appropriate height and sturdy enough to handle the weight of any peripheral equipment that you may place on it (e.g., computers, printers, fax machines, scanners, etc.).
- Your workstation is adjusted properly: the keyboard is at the right height (wrists are in a neutral position). The kitchen table is not an ideal work surface as the table is too high and doesn't allow for proper positioning of the wrists in relation to the keyboard.
- Lighting is properly arranged: there should not be reflections on or glare from the computer monitor.

### Work from Home Tips

Some tips for working at home include:

- Have a specific location where you work. This may be a room, or just a corner of a room, but it is always the place where you do your work.
- Begin and finish at the same time every day you are working at home. Have a beginning and end of day ritual. Since there is no longer a 'break' between waking up and going to work, some home workers find it helpful to actually leave the house and walk around the block before starting work. You may want to end the day the same way.
- As you would for working in the office, set a schedule and stick to it. Make a 'to do' list and check your accomplishments at the end of the day. Stick to deadlines.
- Establish a routine for contact with your supervisor, or co-workers. Keep your supervisor informed of your progress and any difficulties encountered.
- Attend meetings and gatherings at work as often as possible. This interaction helps keep you from becoming 'invisible'.
- Determine what interruptions are okay and what is not. Tell your friends and family what the ground rules are.