

# Working from Home

The Next Three Seconds Protects Your Life, Your Loved Ones, Your Livelihood®

## The N3L3 philosophy:

our approach to protecting workers from fatal and life-changing events.

Eastern Alliance is here to help. To learn more about Eastern's N3L3 program and access other safety resources, sign in and visit the Safety Tools on [www.easternalliance.com](http://www.easternalliance.com), or contact your Risk Management Consultant for assistance

**1.855.533.3444**

Many employers have incorporated remote work into their operations. As the popularity of remote work grows, so do the risks and exposures to consider and control to keep your employees safe. It may come as a surprise to many that injuries that occur in a home office may be compensable. In general, if an employee is injured in the course and scope of their work the injury may be compensable regardless of the location. There is no clear cut, concise way to define the scenarios in which home office injuries are compensable under workers compensation as every state and every incident is different. Instead, we encourage you to take a proactive approach to keeping employees safe on the job, wherever they may be working.

### Working From Home

Remind employees that many of the safety practices of the regular office transition well into their home office. Below are some considerations for home office safety:

- **Workstation Safety** – It is important to understand that many employees may not be equipped with ergonomic desks and chairs in their home offices. Consider the information below to ensure the best ergonomic set-up for your at-home workstation.
  - Select a designated work area that is as close as possible to a normal office set-up, meaning it includes a desk like surface and a chair. Avoid working from the couch or in a slouched position. Sitting upright at a desk enables better posture.
  - Place your monitor or laptop on a table or desk set at the appropriate height. The top of the monitor should be set at eye level and 18-24 inches away directly in front of you. Adjust additional monitor height so that the top of the screen is at—or slightly below—eye level
  - Your elbows should be at 90-110 degrees in alignment with your work surface.
  - Your chair should be low enough to allow your feet to be placed on the ground.
  - Your mouse and keyboard should be flat on your work surface and placed on the same surface level.



This information is proprietary and is intended to assist you in your safety efforts. It must not be assumed that every unsafe condition or procedure has been covered in this document, nor that every possible loss potential, and legal violation has been identified herein. This document is not a substitute for the establishment of risk management programs by your management. July 2022

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- Ensure good lighting and minimize any glares.
  - Vary tasks, if possible, to avoid using a specific body part for a long period of time.
  - Take mini-breaks and stretch throughout the day. Take breaks as you would normally in the workplace. Get up, walk around, and get fresh air. These breaks are good for the mind and body!
- **Slips, Trips, And Falls** – A common cause of injury for remote employees are slips, trips, and falls. An injury resulting from a fall can be both life-changing and life-threatening. Consider taking the following steps to aid in reducing the probability of a slip, trip or fall injury.
    - Remember to keep computer wires, chargers, and other cords tucked away to reduce a trip and fall exposure.
    - Keep briefcases, backpacks, and purses away from your feet while sitting at your workstation.
    - Monitor floors throughout the space for obstructions or spills and fix/clean them as they arise.
    - Ensure that your chair is working properly, if screws feel loose or unstable, tighten the screws or replace the chair immediately.
    - Keep exit routes clear of any obstructions to ensure safe exit upon an emergency.
  - **Communication** – Communication is essential to successful and safe remote work. It is important to understand that increasing communication can help employees with a smooth transition to remote work.
    - Communicate any questions, concerns, or needs such as broken equipment that may need to be fixed or replaced to continue productive and safe work at home.
    - Use a headset or speaker phone rather than holding the handset of your phone next to your ear.

It is important to take the time to communicate these exposures with your employees, and to educate them on how to identify and control the exposures. Increasing communication channels and working through the problems together will aid in keeping remote work both safe and productive for your employees and your business.

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