

# What are the benefits of home working?

Having the freedom to work away from the office can reduce life's pressures in many ways



Having to work away from the office can reduce life's pressures in many ways.



These may be small details, but they can make a huge difference to your life's balance and wellbeing in the long term. While working away from the office, or at a different workstation it's important to carefully consider your posture, positioning and working habits so you can stay as productive as possible.

**If you have any questions about working away from the office speak with your manager first.**

# Home working points to remember

There are several important things to consider to stay as productive as possible when working from home



## Key points to consider:



Make sure your manager knows you're working away from the office and where you're working.



Take regular movement breaks - the worse the position the more you need to move.

Take responsibility for your choices and remember looking after your health is an investment in your future. If you are free of discomfort, you're more likely to be able to concentrate and be productive.



Consider whether your environment is really suited to the task you want to carry out and if not, think about options to improve.



Save inputting tasks for when you have access to a well set up workstation.



Where possible, use hot desks or equipment like laptop stands, mice and keyboards to enable portable equipment to be well set up.

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# Tips for setting up a suitable workstation on the go

Situation: no table, no desk



## Problem:

Using devices in your hands or lap can force a head-hanging posture, as well as uncomfortable arm positions so make sure you don't spend too long like this.

## Tips:



Choose quick tasks - like checking emails, reviewing social media or making a phone call



Make calls using voice commands



View your screen for no longer than 15 minutes without a break



Raise your screen if possible



Put your device down and move your hands, arms, head and shoulders frequently



Try not to let your head and shoulders slump forward

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## Tips for setting up a suitable workstation on the go

Situation: table, but no adjustable chair



### Problem:

Not being able to adjust the height of your chair or workstation means that you're less likely to be able to find a suitable working position as your arms may not be level.

### Tips:



Find a cushion to elevate yourself to a suitable height



Use a stand or box to raise your screen to a suitable level with a separate mouse used at a lower level, (maybe on your thigh)



If you can't improvise a suitable set up, make sure you get up and move around every 15 minutes



Regularly stretch your head, shoulders and arms

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