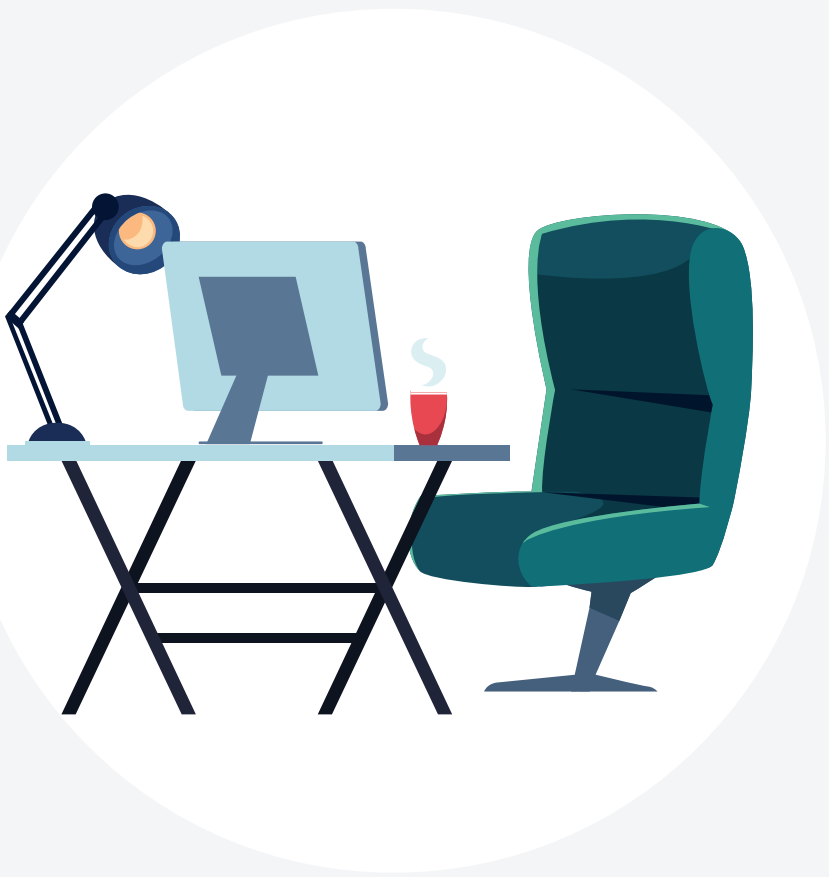
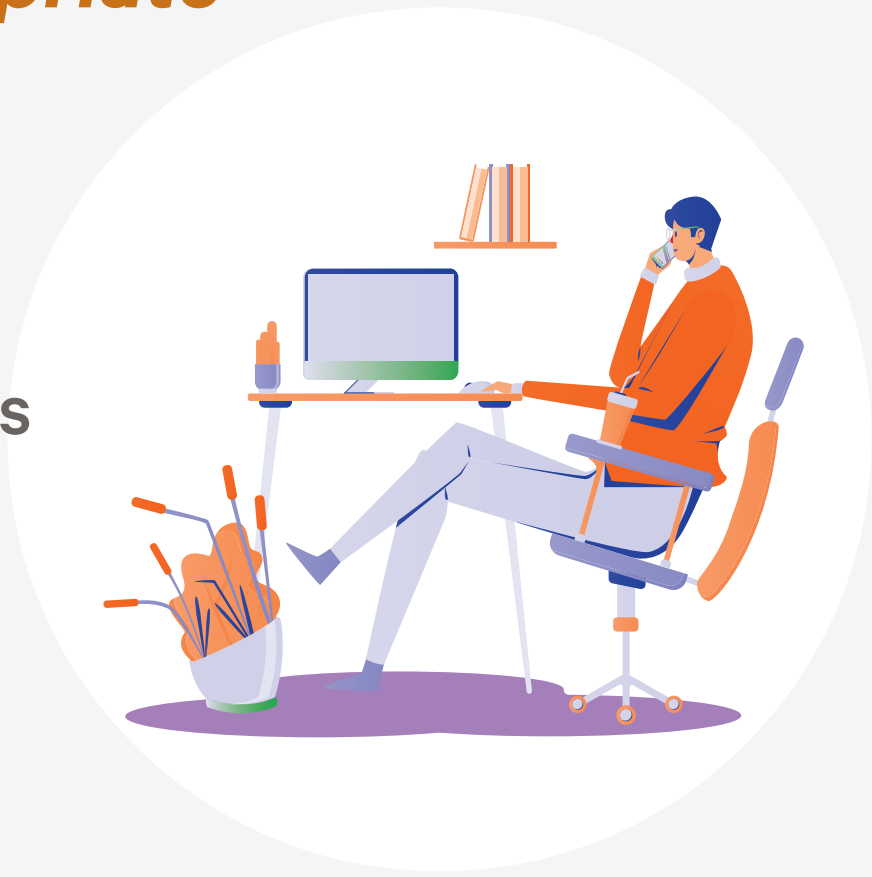


Work From Home Safety Checklist

1 SETTING UP YOUR WORKSPACE

Select an appropriate work surface where you can:

- Sit upright with relaxed shoulders
- Have adequate leg space



Configure your chair

- Consider getting an adjustable chair or use a pillow for back support

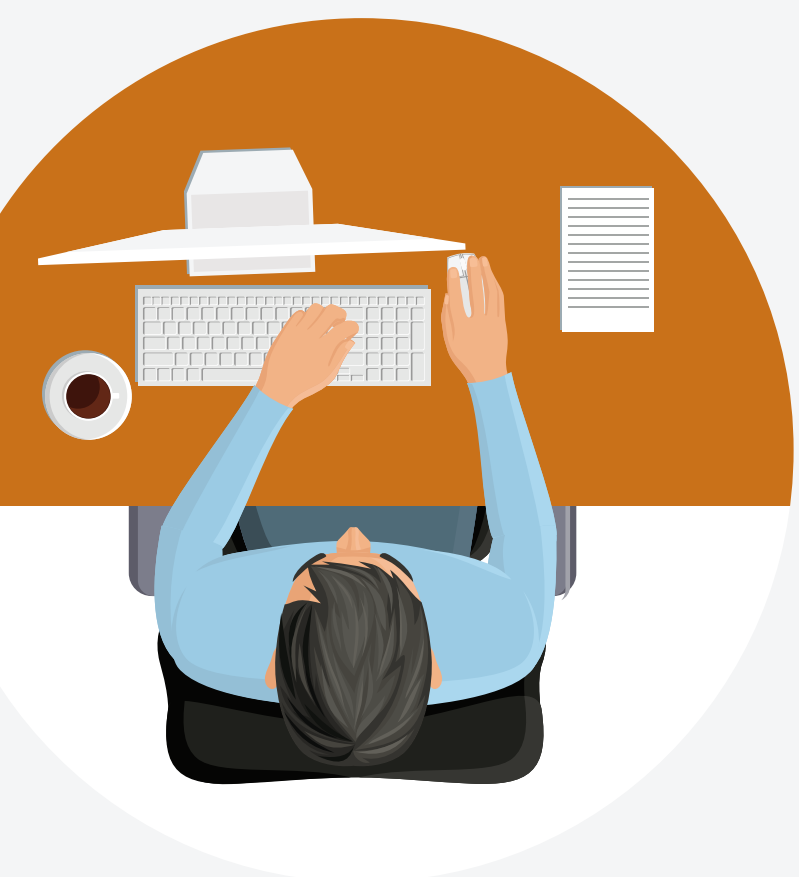
Set up your laptop/monitor

- Position the screen at arm's length and eye level
- If using a tablet, raise it up with a stable surface (e.g. books, or a box)



Set up your keyboard and mouse

- Ensure enough space on the desk for forearm support (10-15 cm is ideal)



2 CREATING THE RIGHT SURROUNDINGS



Lighting

- Make sure to have enough light to reduce strain on your eyes

Accessways and emergency exits

- Keep stairs, floors, and entrances clear to avoid trip hazard

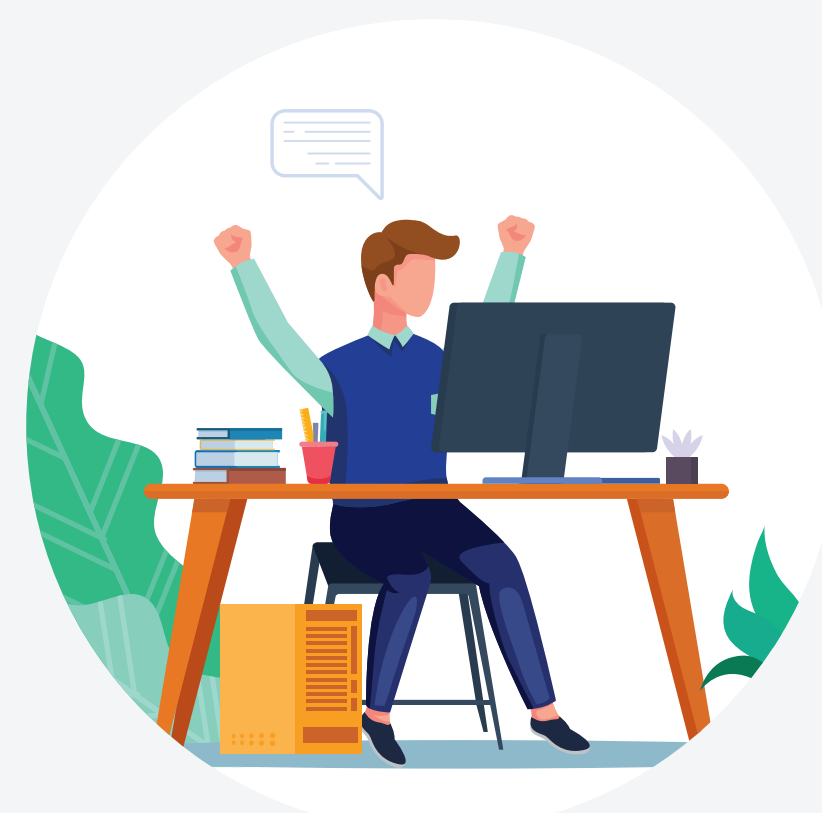


Managing Electrical Risks

- Check for exposed conductors or visible damage before using electrical items and outlets

Indoor Environment

- Ensure the temperature is comfortable
- Reduce noise distractions



Staying healthy

- Take breaks often
- Don't forget to get up to stretch or take a short walk