

WORK FROM HOME GUIDE

DESIGNED TO ASSIST YOU IN CREATING A SAFE WORKSPACE



WORK FROM HOME HAS ITS OWN ADVANTAGES AND DISADVANTAGES

As a responsible employer, Mediclinic has compiled a workstation reference guide for your occupational health and safety when working from home. You are encouraged to use this guide as we continue to update it on a regular basis.



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1. WORKSPACE

Being intentional about creating and maintaining a suitable workspace sets the tone for productivity. Start each day by reading through the 'Workspace-ready Checklist' and use it as a guide to update your workspace and prepare for the day ahead.

WORKSPACE-READY CHECKLIST	YES	NO
Has your working area been cleaned with disinfectant?		
Has your laptop been cleaned as described on page 8?		
Is the noise level adequate to allow for work?		
Is lighting adequate to allow for work?		
Do you have any objects around your workstation that might obstruct you?		
Are wires properly secured and wall sockets not overloaded?		

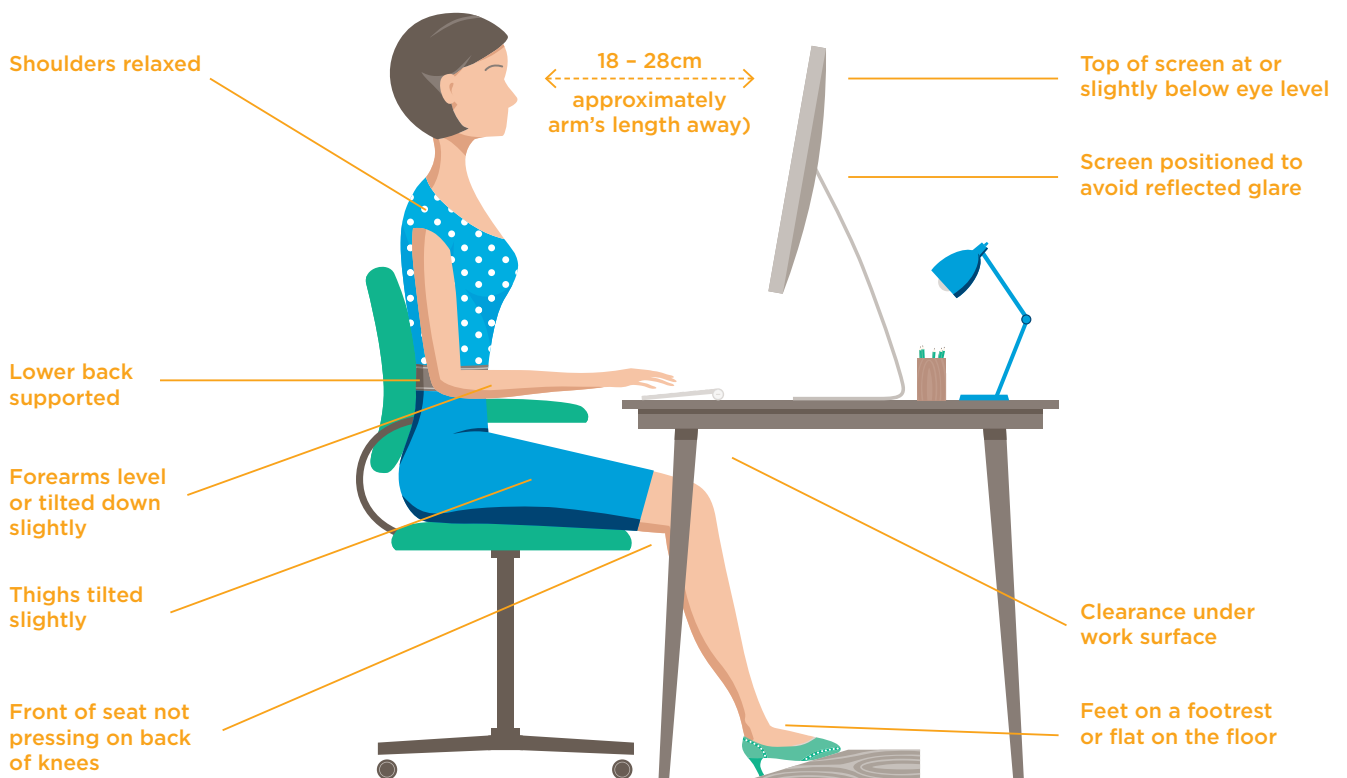
WORKSPACE TIPS AND RECOMMENDATIONS

- Do not overload electricity sockets (use an extension cable when required)
- Disconnect equipment before cleaning and investigating faults
- If wires are broken or worn, replace them immediately
- Never force a two-pin plug into a three-pin outlet - use an adapter

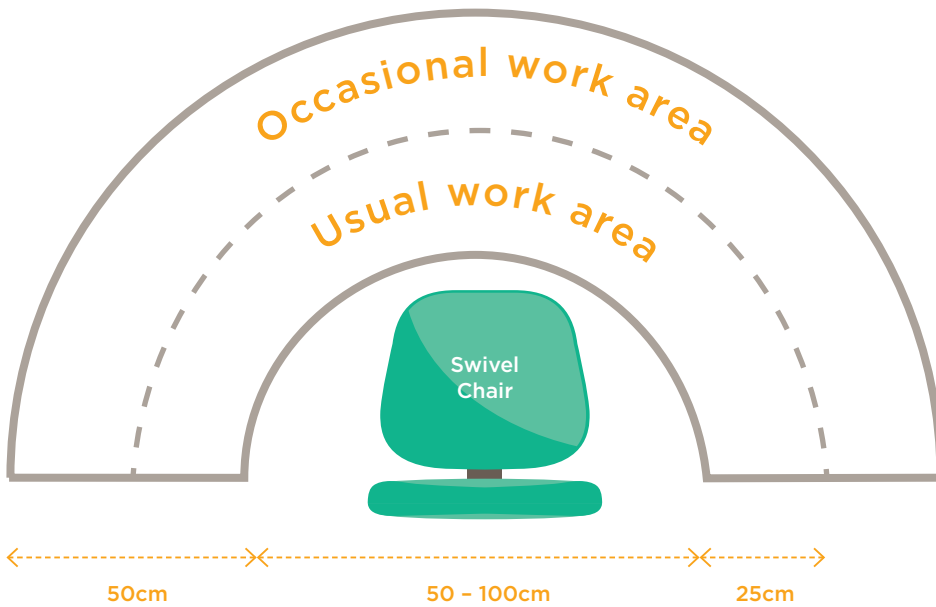


2. WORKSTATION LAYOUT

A functional workstation layout is organised for effective and efficient use. There are ways to position your body and place your chair, desk, and laptop or desktop computer to ensure that you are able to perform your tasks comfortably. The below 'Workstation Layout Checklist' is designed to assist you in preparing your workstation.



WORKSTATION LAYOUT CHECKLIST	YES	NO	TIPS AND RECOMMENDATIONS
Do you make use of a chair with wheels and can it swivel?			Using a swivel chair with wheels allows easy movements and reduces body twisting
Can you adjust the height of the chair so that it enables you to work at the work surface height?			
Is the backrest adjustable?			
Are your feet flat on the floor or on a footrest when you sit down?			A shoebox can be used to create a footrest



Items that are used regularly should be placed closest to you, and those that are used occasionally should be placed further back.

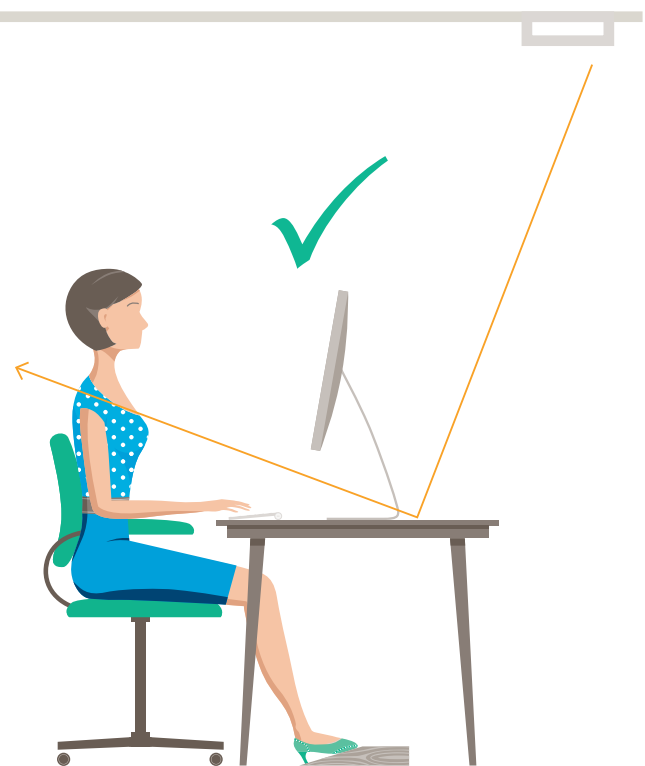
POSITIONING OF HARDWARE IN RELATION TO BODY	YES	NO
Is your keyboard directly in front of you?		
If you are using a desktop monitor, are you seated in an upright position, and is the top edge of the monitor aligned with your eyes?		
Is the viewing distance to the screen between 40 and 60cm?		
Is your wrist bent when using the computer?		
Is there free legroom below your table/desk?		

3. VISION DISPLAY TERMINALS (SCREENS)

Due to our increased reliance on multiple screens for work-related purposes, our eyes are at risk of strain more than ever before. The blue light found in screens makes one blink less, and the movement of the screen makes one’s eyes work harder to focus. You can avoid eye fatigue, dry and irritated eyes, and retinal damage caused by screens by using the ‘Vision Display Terminal Checklist’ below.

VISION DISPLAY TERMINALS TIPS AND RECOMMENDATIONS

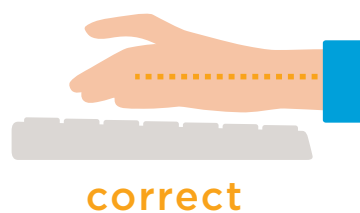
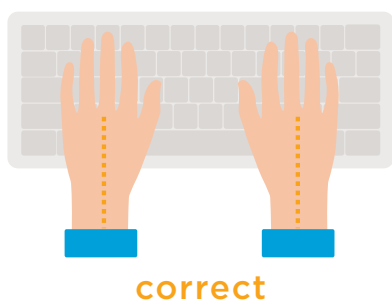
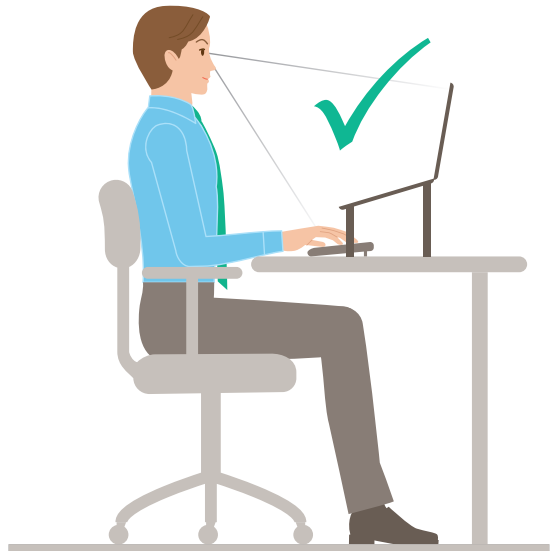
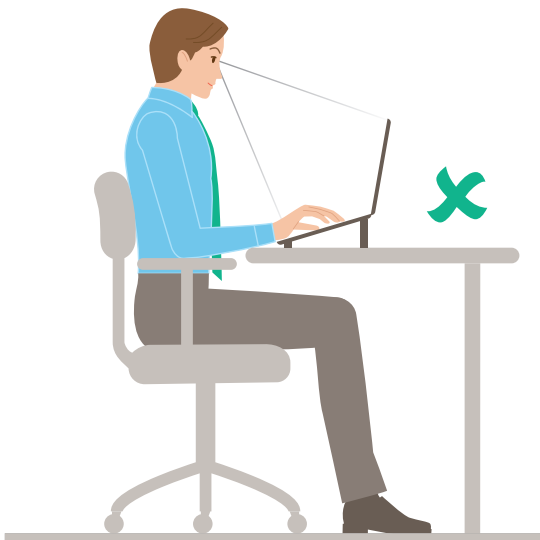
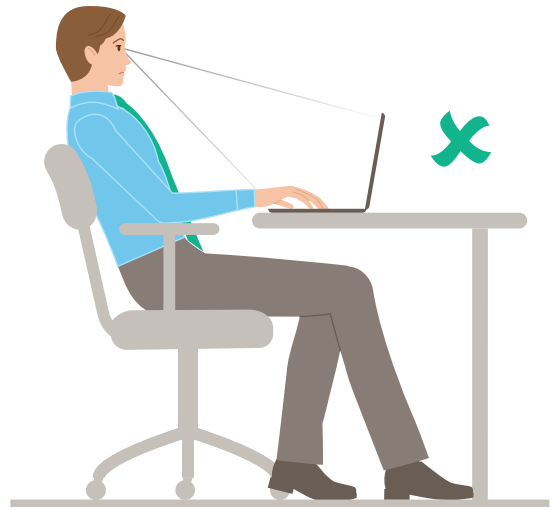
- Ensure that your screen is free of glare by not placing the screen near a window where sunlight shines directly on it.
- Ensure the lighting in the room is adequate by adding additional lighting if required.
- Use a document holder to prevent straining your eyes.



VISION DISPLAY TERMINALS CHECKLIST	YES	NO
Is lighting adequate to allow for work?		
Is your screen flicker-free?		
Are letters and words on the screen easy to use (resolution and image quality)?		
Is the viewing distance to the screen between 40 and 60cm?		
Is the top edge of the monitor aligned with your eyes?		
Is your screen directly in front of you?		

4. LAPTOPS

Laptops are convenient and, when primarily using a laptop without an external screen, it is recommended that you align the laptop so that the top of the screen is aligned with your eyes. Furthermore, using an external USB mouse and keyboard would allow you to work better.



CLEANING YOUR WORK PC/LAPTOP

- It is recommended that your PC/laptop is wiped down at least once daily; ideally, this should be done before the start of your working day.
- Ensure that your work is saved and your PC/laptop is shut down and unplugged from the mains.
- Do not use an aerosolised form of alcohol near the computer as it could enter the vents and possibly affect the circuitry.
- If an aerosolised form of alcohol is used, it should be done near the cloth to prevent aerosolisation and dispersion into the vents.
- Do not use an abrasive cloth for cleaning and avoid excessive wiping as this might cause damage.
- It is recommended that you use 70% alcohol when cleaning your PC/laptop.



5. DESK

It is advised that you wipe down your desk and desktop phone at least thrice a day with B Braun Alcohol Surface Disinfectant – before starting work, during lunch and when finishing at the end of the working day. Do not use an abrasive cloth; use paper towels and alcohol spray instead.

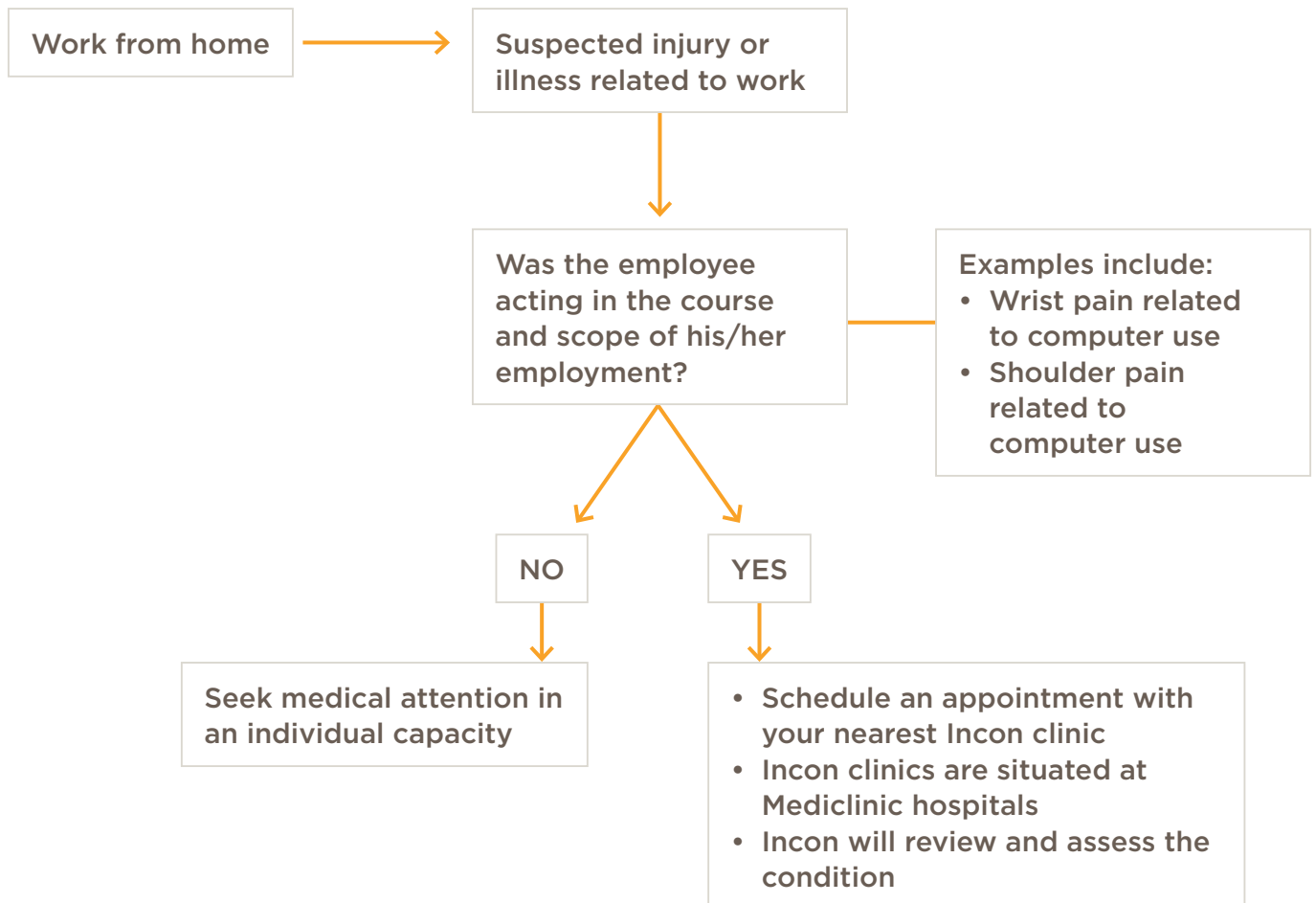
6. GENERAL RECOMMENDATIONS

- Segment your work into smaller, manageable loads.
- For every 60 minutes spent working on a screen, take a brief (two-to-five minute) break to stretch and/or walk around as this can prevent muscle strain.
- Look away from screens to prevent eye strain.
- During your break, do small exercises, e.g. slow neck rotation, shoulder rotation and shoulder blade retraction. You could also do toe curls and foot rotation.
- If you are able to, switch hands while using a mouse.
- Avoid unhealthy foods such as chocolate, munchies and sugary drinks while you are at your workstation.
- Take a proper lunch and tea break.
- Read the tips and recommendations and complete every checklist in the guide to ensure compliance.



DEALING WITH WORK FROM HOME INJURY OR ILLNESS

The below flowchart is a guidance for Corporate and Regional Office employees on how to escalate suspected Injury or illness related to employees who work from home.



For any ergonomic-related issues or work-related health concerns, please email Elmarie Janse van Rensburg at elmarie.jansevanrensburg@mediclinic.co.za