

SAFETY

TIP OF THE MONTH

WORK FROM HOME WELLNESS

Never before have workers telecommuted on such a large scale. Millions of people are trying to work from home – if possible and it is important that this new WFH workforce is adequately prepared. Here are a few tips and wellness ideas to help optimize your WFH career.

Work From Home Tips:

1. Get your Tech in order (e.g. workstation equipment, including webcam and apps such Zoom, Google Hangouts, Microsoft Teams, Slack)
2. Ensure your internet bandwidth is sufficient
3. Create a schedule for kids
4. Communicate and manage expectations to family and colleagues
5. Stay connected

Emotional work from home wellness ideas, include

- Take breaks throughout the day
- Utilize free meditation and yoga apps

Use your normal commuting time to prepare healthy foods, pre-work walk, read a new book or learn something new. To prevent isolation anxiety, stay connected with colleagues, customers and friends using video calls.



PHYSICAL WELLNESS IDEAS

- Ensure your home workstation is set up ergonomically ask your HR team for assistance
- Incorporate ergonomic training into your daily schedule, e.g. head rolls, wrist rolls, finger extensions, hand grips, exercise ball
- Go outside every day for fresh air and sunlight
- Eat healthy foods and snacks such as fruits, nuts and vegetables
- Drink lots of water (set a reminder if necessary)
- Stand up and move around frequently, e.g. during calls, during breaks
- Set exercise goals and consider new routines, like stretching, yoga, walking and biking
- Learn something new, e.g. cooking, language, coding, industry designation. Explore websites like: MasterClass.com, Lynda.com
- Maintain regular sleep schedules, targeting 7 – 8 hours a night
- Maintain or create a schedule for children. Engage in new family learning lessons, e.g. STEM exercises and experiments
- Ensure family understands and respects your workspace

HOME OFFICE WELLNESS IDEAS

- Create a space dedicated for work only and that has some privacy
- De-clutter your workspace
- Use your normal commuting time to prepare healthy foods, pre-work walk, read a new book or learn something new
- Incorporate normal going to the office morning routines. E.g. get up, get ready and dress appropriately for video calls
- Take a lunch break
- Keep regular work hours and office routines
- Share work from home ideas and resources with colleagues to keep engaged

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| Company Name: | | |
| Date / Time: | | |
| Instructor: | | |
| Training: | Work from home wellness | |
| Training Objectives: | <ul style="list-style-type: none"> • Review work from home tips • Review physical well-being tips • Review home office wellness ideas • Discuss resources available and healthy WFH strategies | |

| Print Name | Signature |
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