



# Safety and Well-Being Tips for Working from Home

*How to Ensure a Safe, Healthy, and Productive Remote Work Environment*



**For many employees, working from home has become a permanent or regular part of their job.** While you may be accustomed to the routine, it's important to continuously ensure that your home office is a safe, healthy, and productive environment. PMA Risk Control has put together a guide to help you maintain and improve your workspace for long-term health and success.

## Workspace Considerations

**While your home office may feel familiar, it is essential to regularly assess and enhance its safety and functionality to support your well-being and productivity.**

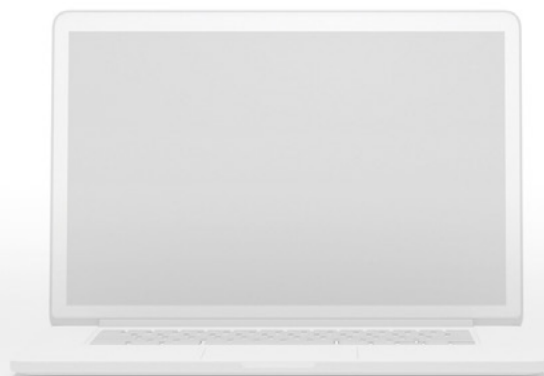
**Regularly Assess and Maintain Your Workstation:** Over time, wear and tear on office furniture and equipment can affect your safety and comfort. Evaluate the condition of your chair, desk, and electronics to ensure they are still providing adequate support and functioning properly. Check for any signs of damage or malfunction, such as loose parts, unstable/broken furniture, or frayed cords, and address these issues promptly to prevent injury or equipment failure.

**Consider Ergonomics:** Your workstation setup should promote comfort and minimize strain on your body. Make sure your desk, chair, monitor, and other equipment are set up properly for your body to promote good posture and reduce the risk of strain injuries. [Click here to learn more on how to conduct an office workstation evaluation.](#)

**Maintain a Clutter-Free Workspace:** An organized workspace is essential to being safe and productive. Clear your desk surface and the areas under and around your desk to reduce clutter. A tidy environment not only reduces stress, but also boosts focus and reduces the risk of accidents.

**Preventing Slips, Trips, and Falls:** Take a moment to review the area around your workspace. Clear away loose or frayed rugs, cords, or other items that could cause slips, trips, or falls. Watch for slippery floors or uneven surfaces.

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**Overall Wellness: Environment and Physical Considerations**

Your environment plays a crucial role in shaping your overall well-being. By making a few simple adjustments to your surroundings, you can create a balance that promotes total wellness. Here are some key environmental wellness considerations:



**Temperature and Air Quality:** Keep your workspace at a comfortable temperature and ensure good airflow. Fresh air and proper ventilation help maintain focus and protect equipment from overheating.



**Adequate Lighting:** Make sure your workspace is well-lit to reduce eye strain and overall stress on the body. Natural light is preferred when possible but be sure to avoid glare on your screen.



**Noise Control:** Background noise can affect focus and increase stress. Whether it is external noise or distractions inside the house, consider using noise-canceling headphones to create a quieter environment.



**Take Regular Breaks:** Be mindful to take short breaks to move, stretch, and adjust your posture throughout the workday. This helps avoid long-term strain and promotes mental clarity.



**Vary Your Work Tasks:** Aim to incorporate a mix of cognitively demanding tasks, such as problem-solving and creative projects, alongside routine tasks that require less mental effort. This balance helps maintain a healthy cognitive load and prevents mental fatigue.

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*Maintaining a healthy lifestyle, both mentally and physically, also plays a vital role in your personal fulfillment and work performance. Consider these key practices to support your total well-being:*



**Stay Active:** Build movement and stretching into your daily routine. Even if you are limited to indoor exercise, regular movement can boost energy and reduce the risk of developing health issues associated with prolonged sitting.



**Healthy Eating and Hydration:** It is easy to fall into unhealthy eating patterns while working from home. Stay mindful of your nutrition and remember to drink plenty of water to stay energized and focused.



**Prioritize Sleep:** Aim for 7-9 hours of quality sleep each night and establish a consistent sleep routine by going to bed and waking up at the same time daily. This practice helps avoid fatigue and enhances focus, allowing you to remain productive and engaged throughout your workday.



**Address Stress:** Feelings of anxiety or uncertainty can arise from various sources, including personal challenges or work-related pressures. Regular communication with your manager can help clarify expectations, reduce anxiety, and keep you aligned with your goals. Additionally, consider utilizing your employer's Employee Assistance Program (EAP), which often provides valuable resources like counseling services, stress management workshops, etc. By taking these steps, you can create a more supportive environment for yourself, allowing you to manage stress effectively and maintain your well-being.



**Establish Boundaries:** Create a dedicated workspace to mentally "leave work" when you step away. Set clear work hours to avoid the temptation of working longer or after hours for a healthy work-life balance.



**Stay Connected:** Working remotely can sometimes feel isolating. Be proactive in maintaining relationships with colleagues, friends, and family through virtual meetings, phone calls, or messages. Staying socially engaged helps boost morale and reduces the feeling of isolation.

**For more tips on how to ensure a safe, healthy, and productive remote work environment or other safety challenges, reach out to your local PMA Risk Control Professional or email us at [heretohelp@pmagroup.com](mailto:heretohelp@pmagroup.com).**

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