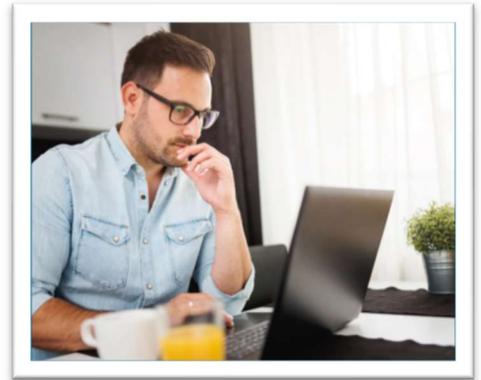


SAFETY ALERT

Accident Prevention Tips - Employees Working From Home

As businesses start bringing employees back to work, employers will have to pivot to deal with the new normal in the aftermath of the pandemic. Many employees will likely continue working remotely for an extended period, for some it may become a permanent arrangement. Here are some best practices for employers and remote employees to ensure a safe work environment:



- Have a policy in place that outlines and explains the expectations for employees working from home.
- Establish and enforce guidelines that telecommuters must follow in their home office.
- Train telecommuters on setting up safe workspace, including the importance of ergonomics and safety procedures. To set up your home workstation, follow these tips from Mayo Clinic:
 - Adjust your chair so your feet rest on the floor and your knees are level with your hips. If your chair doesn't offer proper lumbar support, put a cushion or pillow between the curve of your back and the back of your chair.
 - Keep everything you'll need for the day, including your phone and documents, close to your body to avoid unnecessary stretching.
 - Keep your wrist in a straight position – not bent up or down – when typing.
 - Use a phone headset if you have one. This will prevent you from cradling the phone between your neck and shoulder.
 - Keep your screen about an arm's length in front of you.
 - Be mindful of lighting. Avoid glare by keeping bright light sources to the side of your screen
 - Instruct employees to take scheduled breaks often to move and stretch.
- Provide a checklist for employees to use to assess their home office environment for hazards.
 - Workspace is away from noise, distractions, and is devoted to your work needs?
 - Phone lines and electrical cords are secured under a desk or along wall, and away from your feet?
 - Do you have an evacuation plan in place in the event of a fire?
 - Is your floor clear of tripping hazards and kept free of trash, clutter?
 - Temperature, ventilation, and lighting are adequate?
- Ensure telecommuting employees adhere to a fixed schedule that includes breaks. This will make it easier to determine whether or not an injury occurred during the course of employment.
- Maintain good communications with telecommuters, review and update contact information as needed.
- Know the physical location of telecommuter workspaces as this provides potentially vital information in the event of disaster.

If you need additional assistance, please contact your FHM Risk Management Consultant today directly or by calling 800-329-4340 and follow the prompts. For additional safety information, visit www.fhmic.com and click on the 'SAFETYnet' tab for the latest addition to FHM Safety Tools.

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