

Setting up your work space at home



SITE SAFE
Te Kaitiaki o Haumarū

If you can, have exposure to sunlight but make sure it doesn't cause glare on your screen and strain your eyes



Structure your day like you would in the office. Start and finish at the same time and schedule in breaks

Put on nice clothes in the morning to put yourself in a productive mindset

Calls or video conferences make it easier to check in with coworkers

Your monitor should be an arms length away

The top of the monitor should be at eye level (use books if you need to adjust the height)

Hands, wrists and elbows should be in a straight line parallel to the floor

Have a dedicated work space if you can - a space that isn't associated with leisure time

Bring nature inside with indoor plants

Feet fully supported and flat on the floor (or on a foot rest)

Take clear breaks from work away from your desk, spend time with others