

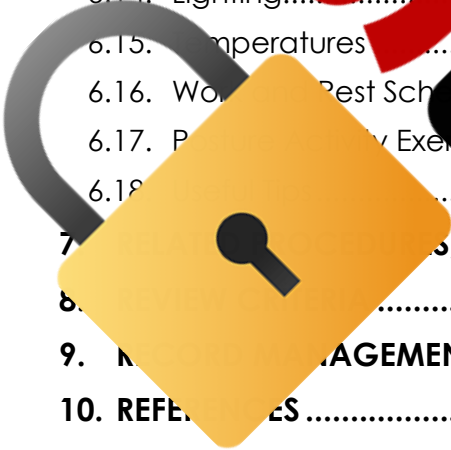
# ***SAFETY PROCEDURE***

## **SAFETY MANAGEMENT PROCEDURE FOR WORKING FROM HOME**

# TABLE OF CONTENTS

<b>1. APPROVAL</b>	<b>3</b>
<b>2. PURPOSE</b>	<b>4</b>
<b>3. SCOPE</b>	<b>4</b>
<b>4. TERMS AND DEFINITIONS</b>	<b>4</b>
<b>5. ROLES AND RESPONSIBILITIES</b>	<b>5</b>
<b>6. PROCEDURES</b>	<b>6</b>
6.1. Introduction	6
6.2. Maintain a Regular Work Schedule	6
6.2.1. Meetings	6
6.3. Communication When Working Remotely	7
6.4. Utilities	7
6.5. Introduction to Workstation Ergonomics	7
6.6. The Correct Work Posture	7
6.7. Workstations	8
6.8. Working Height	9
6.9. Chairs	9
6.10. Computer Position	10
6.11. Printers	10
6.12. Keyboard	11
6.13. Computer Mouse	11
6.14. Lighting	11
6.15. Temperatures	11
6.16. Work-Rest Schedules	12
6.17. Physical Activity Exercises	12
6.18. Hydration	12
<b>7. APPENDICES, FORMS AND DOCUMENTS</b>	<b>13</b>
<b>8. REFERENCES</b>	<b>13</b>
<b>9. MANAGEMENT</b>	<b>14</b>
<b>10. REFERENCES</b>	<b>14</b>

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## 2. PURPOSE

The purpose of this procedure is to enable a home-based office or other associated outside work environment to be assessed, monitored and controlled and to provide practical guidance to **Insert Your Company** personnel on how to minimize the risk of occupational injury and discomfort in an office or work environment other than a standardized **Insert Your Company** workplace or work environment.

## 3. SCOPE

This procedure applies to all home office workplaces and other non-standardized **Insert Your Company** working environments where **Insert Your Company** personnel are permitted to work.

This procedure may also be used as guidance for personnel from other companies undertaking work outside of a standardized **Insert Your Company** workplace or work environment.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Arrangement</b>	The approved plan or agreement that has been entered into to formalise work from home or the outside work environment.
<b>Dynamic Muscle Effort</b>	The mechanical work done by a rhythmic alternation of contraction and relaxation or tension and relaxation of muscle.
<b>Ergonomics</b>	The study of the capabilities and limitations of workers in relation to a work system, machine or set task, in the physical, psychological and social environment in which they work, with a view to promoting the wellbeing, safety and productivity of those workers.
<b>Force</b>	Any action that tends to maintain the position of an animate or inanimate object to alter the position of, or to distort, the object.
<b>Home Office</b>	The workspace designated in or very near to a person's residence for work-related activities.
<b>Human Factors</b>	The capabilities and limitations of workers in relation to a work system, machine or set task, in the physical, psychological and social environment in which they work.
<b>Musculoskeletal System</b>	The human system that is comprised of bones, joints, muscles, connective tissue and the interaction of these. It provides the body with structure, support, strength, movement and protection.

