



State Agency Work-From-Home Safety Toolkit

This tool provides easy access to simple information and examples for managing your safety and health while working at home.

Questions about the toolkit?

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DEPARTMENT OF
ADMINISTRATIVE
SERVICES

saif
Work. Life. Oregon.

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State agency work from home safety toolkit

INTRODUCTION

With more employees working remotely, the nature of work has changed. This includes the workplace hazards that may cause injury. Any office environment needs to address slip/trip/fall hazards, but those hazards may be different at home – such as children’s toys, area rugs, cords, laundry baskets, or even our pets. Office ergonomics are also an important safety issue.

This toolkit was made for state employees and agencies to proactively address health and safety in this work environment. It provides access to clear information and examples of working from home safely and comfortably.

Choose something – even one thing – from the toolkit that works for you. Who knows, the next few minutes may help you make big changes and significantly improve your work from home experience.

USING THIS TOOLKIT

It is simple and fast! You can jump to various *types* of tools, all of which have a summary and length of time to review.

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HOME SAFETY CONSIDERATIONS

[Telecommuting safety tips](#) (5-minute read)

This two-page document describes workspace, electrical, fire, and other safety considerations for the home office.

[Work from home safety](#) (1.5-minute video)

View this short video by the Benton PUD on creating a safe workspace within your home office work environment. Learn to identify and mitigate risks like electrical cords, space heaters, and even furry friends.

[What can I do to prevent slips, trips, and falls?](#) (2-minute read)

This 2-pager highlights some practical tips to prevent falls at work and home.

[5 to stay alive](#) (3-minute video series)

Gathering the supplies you'll need in an emergency doesn't have to be complicated. Start with these five essentials for work, home, car, and school.

[Telework safety checklist](#) (2-minute read)

Use this checklist from telework.gov to ensure you've covered safety considerations in your home workspace environment.

ERGONOMICS

[How to set up your home office](#) (1.5-minute video)

[Posture perfect in your home office](#) (1-minute video)

[Setting up an ergonomic home office without breaking the bank](#) (1.5-minute video)

[Home office safety video](#) (1-minute video)

View this short video for some tips on creating an ergonomic and comfortable home office workstation.

[National Safety Council work from home best practices](#) (5-minute read)

This one-page document from the National Safety Council provides tips and suggestions to consider in your work-from-home environment.

[Workstation comfort: Help to help yourself](#) (5-minute read)

Learn how to set up your workstation to maximize comfort and reduce physical stressors. We'll show you how to adjust your chair, keyboard tray, monitor, and work surface height.

[Workstation leverage zones](#) (2-minute read)

This one-pager helps you determine if you are in the right leverage zones and how you should set up your home office with them in mind.

[Sitting neutral posture poster](#) (2-minute read)

This one-pager from SAIF describes simple solutions for comfort and safety when working while seated.

[Standing neutral posture poster](#) (2-minute read)

This one-pager from SAIF describes simple solutions for comfort and safety when working while standing.

[Computers, digital devices, and eye strain](#) (2-minute read)

This posting from the American Academy of Ophthalmology provides several tips to prevent eye strain.

[20-20-20 rule](#) (1-minute read)

View this infographic for how to prevent digital eye strain.

PHYSICAL CONDITIONING

[Total Worker Health®: Physical activity](#) (5-minute video)

Check out how regular exercise — like walking — makes your workplace safer and how to get up and move in this short training.

[Get active poster](#) (5-minute read)

This one-pager accompanies the physical activity video and includes ideas for getting more active.

[23 and 1/2 hours: What is the single best thing we can do for our health? - YouTube](#) (10-minute video)

Watch this animated video from Dr. Mike Evans to learn about the single best thing you can do for your health.

[Physical deconditioning](#) (5-minute read)

This one-pager describes potential physical changes we might experience with less activity and some tips to overcome them.

[Office stretches](#) (2-minute read)

This 1-page poster shows how to prevent fatigue and discomfort with stretching exercises. Consider doing these periodically during the day.

[Strengthen and lengthen video](#) (5.5-minute video)

Core stability, muscle symmetry, strength, and ability to control movement are critical to injury prevention. Improve your core strength and muscle tone with these active exercises before you start work or during your breaks.

[Strengthen and lengthen poster](#) (2-minute read)

Improve core strength and muscle tone with the active exercises demonstrated in the video.

[Total Worker Health®: Walking](#) (2-minute read)

This poster offers evidence-based information on the health benefits of walking.

RESILIANCE & MENTAL HEALTH

[Oregon Health Authority: Employee Assistance Program \(EAP\) : PEBB : State of Oregon](#)

If you're struggling with a work or family issue, free confidential help is just a call away to (800) 433-2320. PEBB contracts with [Cascade Centers](#), Inc., to offer EAP services to agencies and employees.

[Relaxation breaks](#) (5-minute video series)

Feel like you need a break? These short, peaceful videos give you the serenity you need in only about a minute. Just sit back, click, and relax.

[Stress busters poster](#) (2-minute read)

This colorful poster has dozens of quick ideas for taking a stress break, whether you're at home or at the office.

[Managing your mental health at home: Working from home during COVID-19 \(5-minute video\)](#)

View this video from NADA to gain tips on overcoming feelings of anxiety and stress while working at home.

[Safe actions for employee returns: Managing anxiety | National Safety Council \(30-minute webinar\)](#)

This 30-minute webinar produced by the National Safety Council SAFER program provides helpful tips and guidance on successfully managing anxiety as employees return to work.

[Employees: How to cope with job stress and build resilience during the COVID-19 pandemic \(5-minute read\)](#)

The Centers for Disease Control offer suggestions for recognizing what stress looks like, taking steps to build resilience and manage job stress, and knowing where to go if you need help.

DRIVER SAFETY

[Distracted driving: When ignoring work calls can save your life \(1-minute video\)](#)

A short video with a bit of humor on highlighting the importance of not driving distracted for any reason.

[Distracted driving: What not to do behind the wheel \(it's not just texting\) \(1-minute video\)](#)

Another take on maintaining awareness when behind the wheel.

[Safe driving saves lives \(5-minute read\)](#)

Read this one-pager for safe driving tips for when you do have to venture away from home on business.

FATIGUE, SLEEP, AND SHIFT WORK

[Total Worker Health®: Fatigue \(5-minute video\)](#)

Learn how much getting enough sleep does for you and get tips that help prevent fatigue—and injuries—at work in this short training.

[The benefits of sleep \(2-minute read\)](#)

This poster discusses how getting good sleep helps our bodies.