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# Setting Up the Home Office - Information for Employees

Since a lot of time will be spent working in a home office, employees must make sure it’s a comfortable, healthy and safe environment. The main criteria for a home-based office are comfort, function, health, safety, accessibility, and privacy for disturbance-free professionalism.

***Below are some common considerations in setting up a home office:***

## Work Surface

You'll need a desk or table that’s large enough to hold the materials used for your work. Having a work surface that is too high or too low can affect your overall posture and body positioning, and can cause undue strain and aches. The chair and/or work surface height should be adjusted according to each individual’s body specifications and type of work performed.

## Chair

Make sure you have a comfortable chair – this is probably your most important piece of work furniture. The seat should be adjustable, have a backrest shaped to support your lower back, and a swivel mechanism to avoid twisting. Try to find a chair with castors (wheels), for easy movement, and a non-slip, breathable seat fabric.

## Lighting

Make sure your home office has good lighting. Lighting is rated as a top environmental factor affecting productivity. Good lighting can help avoid eye fatigue and shadows that hamper work and can contribute to stiffness and aches in the shoulder and neck area if trying to read something under poor lighting conditions.

## Ventilation

Choose a well-ventilated room that can be maintained at a comfortable temperature year-round.

## Equipment and Electronics

Avoid dangerous electrical practices such as overloading circuits or modifying three-prong plugs to fit two-prong outlets. There is also a risk of data loss without suitable power circuitry and surge protection to guard electronic equipment from power surges and blackouts.

When you arrange your home office workspace, locate equipment so that you don't have power cords and telephone lines trailing across the floor and creating hazards.

If you must move the equipment around, do it carefully so you don't hurt yourself – or damage your equipment. Remember that not all components of your office need to be in the same room, or space, as long as everything is conveniently located.

## Communications Tools

Maintaining communication is an integral part of a successful work from home arrangement. Consider the importance of tools such as voicemail, email, electronic calendar, laptop computers, remote internet access, shared electronic folders and files, flash drives, and cell phones, and ensure you know how to use them.

## Secure Storage

If you work with confidential information at your home office, you need to ensure that you have secure storage to protect this material and reduce the risk of loss to the company.

Your to do notes for setting up your home office:

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