

Breaks are important;

In the office, getting coffee, talking to colleagues or heading to the canteen provide short breaks and therefore some relief for eyes and head. In the home office, on the other hand, many people spend their lunch break in front of the computer - or do not take any break at all. Efficient work, however, includes efficient regeneration.

Tips for breaks and relaxation in the home office:

- Always drink enough water, at least two litres a day
- Take time for breaks and, if possible, don't spend them in front of the computer
- Allow your eyes to take a break: Look out of the window briefly every ten minutes, consciously focus on objects at the edge of your vision, do visual exercises and let the pupils wander to the left and right and up and down



Manual Handling & Heavy Lifting;

One of the biggest risks to your health & safety is injury through lifting. Remember, if the item is too heavy to lift in the office, it's too heavy to lift at home.



See the HSA video here

<https://youtu.be/F96ATvsgQs> for useful tips.

First Aid – it is good practice to have a well stocked first aid kit available and easily accessible when working from home

Break from PC every hour – Take regular breaks away from your screen. Get up, stretch and walk around. Make a telephone call away from your workstation.

The Daughters of Charity Child and Family Service (DoCCFS) is a not for profit public service organisation. We provide a range of therapeutic supportive services to children and families, based in the greater Dublin region. The Service works in collaboration with TUSLA Child and Family Agency local areas in Dublin North and North City, East and Dublin Mid Leinster.

Our Services include an Early Childhood Development Service (ECDS), Family Centre Service, Dublin Safer Families Service and Assessment Services.

Look out for further information for professionals on www.docharity.ie

Wellbeing & Support

Health & Safety

when Working from Home

during the Covid 19 Emergency

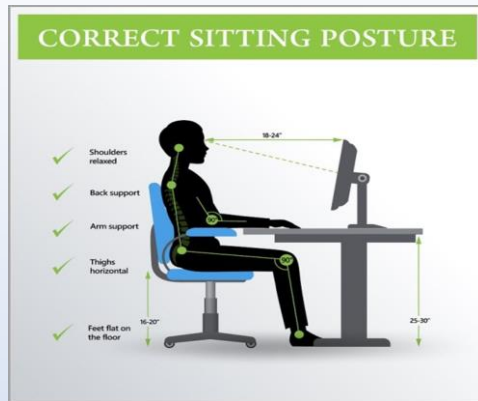


A key area of our focus must be on our **Health & Safety when working from home.**

Under the HSWW Act the home is viewed as an extension of the workplace when home working is being performed. Under this Act both the employer and employee have a duty of care to ensure there is a safe place of work.

Working from the couch or even in bed? This may be a cliché among home office sceptics, but it is the most unhealthy solution imaginable. Instead of the lap or the far too low coffee table, the workstation should ideally be set up in a study or at least in a work area away from the living area with its own desk. Ensure you have enough space, good lighting and a comfortable chair to ensure it is comfortable to type without over stretching. Make sure your cables are tidy to eliminate any trip hazards.

The optimal sitting position allows a relaxed view of the screen from above at a distance of 50 to 70 cm. The head should be slightly lowered when looking at the monitor to prevent tension in the neck area.



Emergency Contact

You should check in with your manager/colleagues each day and have an emergency contact process in place in the event of an accident or emergency.

Regular Contact

It is good practice to stay in regular contact with your manager and colleagues. Keep up to date with development in the department and with the wider organisation.

Physical Health & Safety

The old adage is that most accidents occur in the home. If we are aware of some of the risks and we plan in advance, we may reduce accidents and injury. Some helpful tips include:

Ergonomic assessment – you may be spending quite a bit of your time at a PC or laptop so paying attention to how you have set up your workstation will be time well spent. The HAS have a useful audit document available at https://www.hsa.ie/eng/Workplace_Health/Manual_Handling/Manual_Handling_Guidance_Documents/DSE_Blank.pdf

Home Hazards – ways of managing common hazards include

- ensuring electrical equipment safe & useable
- being careful with hot liquids;
- taking care with heaters & candles;
- removing trip, slip and fall hazards;
- don't overload sockets;
- ensuring smoke alarm are working;
- having a fire exit strategy;
- don't charge communication devices overnight.

Stay active with workouts and exercises;

- Too little physical activity, in combination with sitting for too long, damages the blood circulation and the oxygen supply of the body. The intervertebral discs are put under above-average strain and muscles recede if not used.
- In rural areas a daily run or even a walk in the fresh air helps. In regions that are completely shut down, your own home or garden can turn into your gym for exercises.
- During working hours, even small exercises at the desk can help, from stretching to circles of the head, hand, arm and shoulder and to relaxing back rotations.
- **Stretch & Move often** – Physical activity is very important for your health, safety and wellbeing but it can be easily forgotten when working from home. Get up, move and stretch often to reset your posture and reboot your span of attention. E.g. You could walk around when on phone (hands free)

