Advice for Remote workers and their employers

When remote working, using a laptop, smart phone or pad it is very easy for individuals to forget their health and safety and for organisations not to consider the risk. Risks include overworking, incorrectly seating leading to musculoskeletal problems and eye strain. Below are some examples of useful hints and tips for individuals and organisations:

Individuals:

- Ensure you are in safe place when using your appliance and that you have security up to date on your appliance. Security is a risk when travelling.

- Ensure that your desk space is set up to work as you would if in an office environment, so check that chairs and other equipment are set to ensure optimum safety for your health.

- If you are working regularly remotely then make sure that you 'check in' with your line manager or with other colleagues to make sure you are not missing any important news or updates from work.

- Make arrangement to look after your fitness, walking instead of driving making simple adjustments to your everyday life to enable you to maintain fitness levels.

- Take regular breaks from the screen, it is tempting at home to continue working, when at work you would have had a meeting or chat with a colleague as a natural break.

Organisations:

- Review 'working from home' policies on a regular basis to ensure that they are up-to-date.

- Advise manager's to 'keep in touch' with colleagues and members of staff to ensure that any health or stress related problems are picked up early.

- Line managers should review their remote workers on a regular basis to ensure that quality of work is maintained but also that the member of staff is not over or under working.

- Be aware of Health & Safety Executive Guidelines on risk, see links below:

  http://www.hse.gov.uk/pubns/indg226.pdf

  http://www.hse.gov.uk/press/2004/e04129.htm

For more advice on how to work effectively remotely please contact Dr Christine Grant at Christine.grant@coventry.ac.uk