



WFH: Health & Safety Reminders

Working remotely can be challenging but our priority is on your safety. Please take note of the following important reminders:

Cyber security

- Working from home has specific cyber security risks, including targeted cybercrime.
- Beware of scams
 - Exercise critical thinking and vigilance when you receive phone calls, messages and emails.
 - Exercise caution in opening messages, attachments, or clicking on links from unknown senders.
 - Be wary of any requests for personal details, passwords or bank details, particularly if the message conveys a sense of urgency.
 - If in any doubt of the communicator's identity, delay any immediate action. Re-establish communication later using contact methods that you have sourced yourself.
- Use strong and unique passwords.
 - Choose strong Passwords:
 - Enable a strong and unique password on portable devices such as laptops, mobile phones and tablets.

Electrical safety

- Follow these electrical safety tips to keep yourself and your home safe from electrical hazards:
 - Avoid overloading outlets
 - Unplug appliances when not in use to save energy and minimize the risk of shock or fire
 - Regularly inspect electrical cords and extension cords for damage
 - Extension cords should only be used on a temporary basis
 - Never plug a space heater or fan into an extension cord or power strip
 - Never run cords under rugs / carpets, doors, or windows
 - Plug in smartly. Make sure cords do not become tripping hazards
 - Keep papers and other potential combustibles at least three feet away from space heaters and other heat sources
 - Make sure you use proper wattage for lamps / lighting
 - Make sure your home has smoke alarms. Test them monthly, change batteries yearly, and replace the unit every 10 years.

Dress for work

- Even if you aren't going into the office, putting on casual business attire can get you into work mode. You don't have to go overboard with dress shoes or high heels. Just dress so you'd look office appropriate on a video call, and still be comfortable.

Limit time for social media during work hours

- Working from home means it's a little easier to fall out of your office protocol. This can often mean scrolling through Facebook or Instagram and over the course of a day can waste a lot of your time. A useful tip is to turn off your social network alerts and notifications. This will reduce the temptation to open the app.

Eat lunch away from your desk

- Being in a home office can make it easy to break with your usual office codes. Keep food away from your workstation. Eat at the dining room table or in your kitchen, or step outside with your plate. A change of scenery or a virtual lunch with your colleagues will allow your brain to reset and you'll feel recharged (and not just from the food).

Connect with others

- Just because you're sitting alone doesn't mean you have to work alone. Set aside short "appointments" during your day to check in with co-workers.

Punch out on time

- When you're working from home, it's even more important to have work-life balance. Keep track of the hours you are working and put the laptop away at the end of your workday, set your business-related notifications to mute if possible, and concentrate on spending time with family and pets.

Communication

- If you have any concerns, please contact your Manager or the HR team immediately.
- And report any COVID related incidents by [clicking here](#).