



HEALTH AND SAFETY FOR STAFF WORKING FROM HOME SAFELY

Environment Hubs Aotearoa is required to have Health and Safety procedures in place, and to monitor these procedures regularly. The following procedures and guidance is specifically for employees working at home. When employees work from other premises, for example, another EHA Member's office, they are required to observe and implement the Health and Safety procedures of that organisation.

Environment Hubs Aotearoa Inc.'s Health & Safety Procedures aim to:

- Provide and maintain a safe working environment, as far as practicable
- Identify and control actual and potential hazards, as far as practicable
- Identify needs and provide training on health and safety where necessary
- Comply with legal and organisational obligations
- Ensure staff feel safe in their working environment

Working from home presents many potential health and safety issues, from mental well-being and physical discomfort to productivity levels and data storage issues. EHA wants to ensure all of their employees have the appropriate support to be able to maintain a pleasant and safe working environment. EHA uses the Health and Safety at Work (General Risk and Workplace Management) Regulations, 2016, to guide the following advice.

Working from home

Examples of common hazards related to working from home include:

- Workstation setup
- Flammable materials
- Electrical equipment
- Occupational Overuse Syndrome
- Isolation/Lone working
- Job design/workload
- Long durations of sitting down
- Hours of work
- Other people in the homework environment
- Inadequate home security
- Information storage
- Room temperature

- Lighting, eye strain
- Unauthorised software, malware and viruses
- Device with information
- Tracking functionality
- Inability to 'switch off' from work
- Worker's personal information or location
- Mixed living arrangements
- Insecure premises

Procedures to report Health and Safety issues:

EHA employees should identify which of the above hazards (and any additional) are relevant to their workplace. Employees should then use the below table to help manage any identified hazards. This form should be discussed between managers and employees and appropriate controls and actions agreed upon. EHA employees should review this document regularly and report any newly identified hazards, incidents, near misses, injuries, or discomfort to the Executive Officer as soon as possible. All incidents and accidents should be recorded using the incident reporting form in the forms section at the end of this document.

Example hazard register form:

Hazard	Risk	Likelihood (1-10)	Controls to implement
Lone Working	Psychological impact, well-being impacted, low mood, stress	8	Regular calls with manager, secure internet and mobile service to maintain regular contact
Hours spent sitting down using a screen	Poor posture, muscular-skeletal injury, headaches etc..	8	Take regular stretching breaks, take short walks when possible Try to do some tasks away from screen when possible
Electrical Equipment	Electric shock	3	Ensure plug sockets are not overloaded
Trip hazards	Falling over, injury	5	Ensure cables and wires are not left in walking passages.
Information storage	Unable to store data, data is not kept safe from third	5	Agree with managers on the appropriate file storage system, ensure the boundaries of sharing information with

	parties		other parties is well understood.
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See appendix 1.1 for a blank version for your use

Hazards relevant to EHA employees

Below we have highlighted two hazards that may be of particular relevance to employees working for EHA. Employees should also use the resources section below to identify other potential hazards that may be applicable to their workplace.

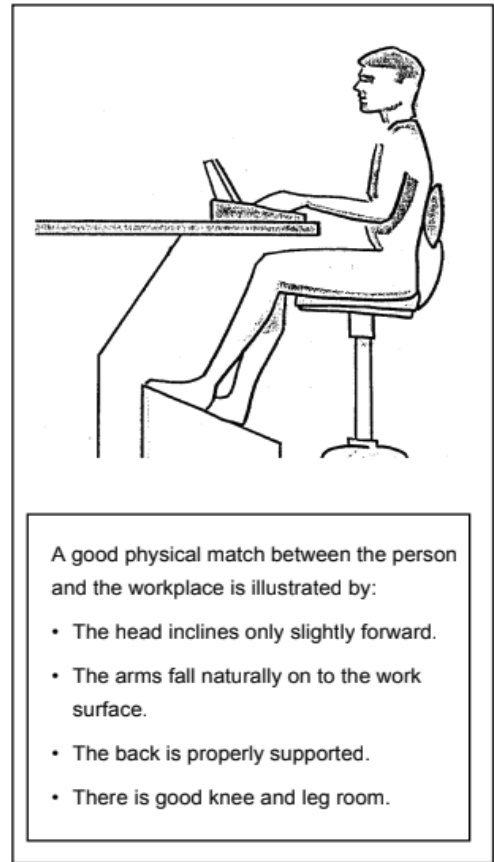
Occupational Overuse Syndrome

The condition ‘Occupational Overuse Syndrome’ is a collective term for a range of conditions, including injury, characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Symptoms include; fatigue, aches in the body, muscle tightness and numbness. One of the causes of OOS is that muscles and tendons do not receive adequate oxygen supply due to prolonged patterns of movement or lack of.

It is possible to prevent OSS whilst working at home by the design and use of equipment. When setting up your workstation the diagram opposite shows the correct placement for sitting and work station placement. Employees are asked to set up their work station as close as possible to this design and ensure they work in a well lit space, preferably with a natural light source.

It is important to take regular breaks from sitting at a desk and using a screen. Employees are encouraged to move their body every 15-20 minutes in some way, stretching or making small movements in the body. employees should ensure they take a lunch break away from their desk, ideally with a short walk or adding additional movement when possible. Taking breaks to stretch muscles and make small movements will decrease the risk of OSS.

Examples of stretches for desk related work can be found in the Appendix. Any issues concerning OSS should be discussed with the Executive Officer as soon as possible.



Good workstation design allows the operator's joints to be comfortable and free from strain.

Stress

Working from home can present compounding factors to work related stress. This includes, isolation, lack of connection to teams and individuals, at home distractions and not being able to 'switch off' from work activities. Signs of work related stress differ in everyone but common signs include; low morale and engagement, anxiety, tiredness, low energy, low productivity and antisocial behaviours. Some ways to deal with stress include; managing your time effectively, acknowledging when tasks have been completed, regular communication with managers and colleagues, taking regular breaks, exercising regularly and allocating time towards non-work related activities.

Managers are obliged to look out for signs of stress in their staff but EHA wants to encourage employees to be able to speak openly about stress and potential stress related issues. EHA employees should report any concerns around this to the Executive Officer as soon as possible. Further information on stress can be found in the resources section of this document.

First Aid

Employees should familiarise themselves with basic first aid procedures; these can be found [here](#). Employees should maintain a suitable First Aid kit on their regular work premises. In the event of serious injury or risk to life or property, **Dial 111** and ask for the appropriate emergency service. Stay calm, give your name, details of the emergency, and street address.

Resources and guidance:

Employees are encouraged to read the resources below to help them to identify and manage Health and Safety issues whilst working at home.

- [Habit at work](#) (ACC)
- [Good practice on working safely](#) (Government Health and Safety Lead)
- [Working from home](#) (Orangatamariki)
- [Privacy](#) (NZISM – Government Communications Security Bureau)
- [Protecting employees at home](#) (Ministry of Business, Innovation and Employment)
- [Mental Health Support](#) (Mental Health NZ)
- [Stress at work](#) (Health Navigator NZ)

As an employee for Environment Hubs Aotearoa Inc., I have read and understood the contents of the:

Environment Hubs Aotearoa Inc.

HEALTH AND SAFETY FOR employees WORKING AT HOME.

Name: _____

Date: _____

Environment Hubs Aotearoa Inc. role: _____

Appendix 1.1

Hazard register

Please fill this form out and return to the Executive Officer

Hazard	Risk	Likelihood (1-10)	Controls in place to reduce likelihood

In the event of a health and safety incident, I agree to fill out the form below at Appendix 1.2 and return it to the Executive Officer.

Date agreed:

Signed (staff member):

EO signed:

1.2

Incident report form:

In the event of an incident please fill out this form and return to the executive officer

Name:

Position:

Date of incident:

Hazard register updated: Yes/No

Details of incident:

Signed:

Date:

1.3 Desk stretches:

Stretches for the office

• Your body is designed to move. Holding static postures can lead to unnecessary build up of tension.

• **At least hourly (every 15 minutes is ideal): STOP, DROP and SHAKE.** Relax your neck and shoulders, drop your arms to restore normal circulation.

• Before you start your shift follow the stretches, then regularly stop and stretch throughout your day.

• Stretches should be performed on both sides.

• Take a movement to the point of stretch and hold for 10-15 seconds.

• The green glow on the photos gives an indication of where you should feel each exercise, however this will vary from person to person.

• Should you feel pain or unexpected tension do not continue that stretch. Consult your health professional.

For more information visit www.habitatwork.co.nz



- 1
- Sit tall.
 - Tuck chin in (keep eyes level and relax shoulders).



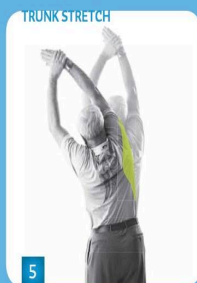
- 2
- Tuck chin in, look straight ahead and take ear to shoulder.
 - Push opposite shoulder to the floor.



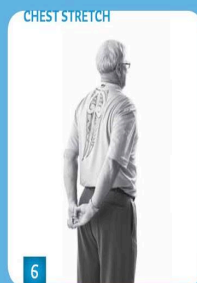
- 3
- Tuck chin in, slowly turn head to look over shoulder.



- 4
- Raise shoulders up towards ears.
 - Push shoulders down, reaching fingers towards the floor.



- 5
- Stand or sit, reach up, clasp wrist.
 - Breathe in, as you breathe out lean sideways towards the bent arm.



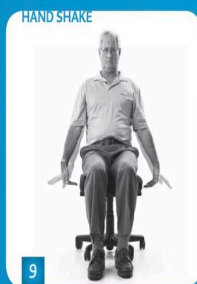
- 6
- Interlink hands behind back.
 - Draw shoulder blades down and back.
 - Shift hands away from the body to stretch the chest.



- 7
- Sit tall, clasp hands above head.
 - Stretch palms up to the ceiling and lean back into chair.



- 8
- Sit tall on the edge of the chair and cross one leg over the other.
 - Turn chest towards crossed leg using arms for leverage.



- 9
- Drop arms to your side.
 - Relax neck and shoulders, shake hands.



- 10
- Relax shoulders, elbow bent, bend wrist, keep palm facing up.
 - Hold hand and gently straighten elbow stretching fingers back and down.



- 11
- Relax shoulders, drop arm to side with wrist bent.
 - Take arm back behind you keeping your arm straight.

