

Safety Guidelines for Remote Workers

Dear Team,

As we continue to embrace remote work, it's essential to prioritize safety and well-being. Please review the following safety guidelines to create a secure work environment at home:

1. Ergonomic Workspace

- Ensure your desk and chair are at appropriate heights.
- Use a chair that provides support for your lower back.
- Position your computer monitor at eye level.

2. Electrical Safety

- Check that all electrical cords are in good condition.
- Avoid overloading outlets with too many devices.
- Keep electrical equipment away from water sources.

3. Fire Safety

- Ensure smoke detectors are functioning properly in your home.
- Have a fire extinguisher accessible near your workspace.
- Familiarize yourself with your home's emergency exits.

4. Mental Health & Well-being

- Take regular breaks away from your screen.
- Maintain social connections through virtual check-ins.
- Consider practicing mindfulness or relaxation techniques.

Let's prioritize our safety and health while working remotely. Please reach out to your supervisor if you have any questions or need further resources.

Best regards,

[Your Name]

[Your Position]

[Company Name]