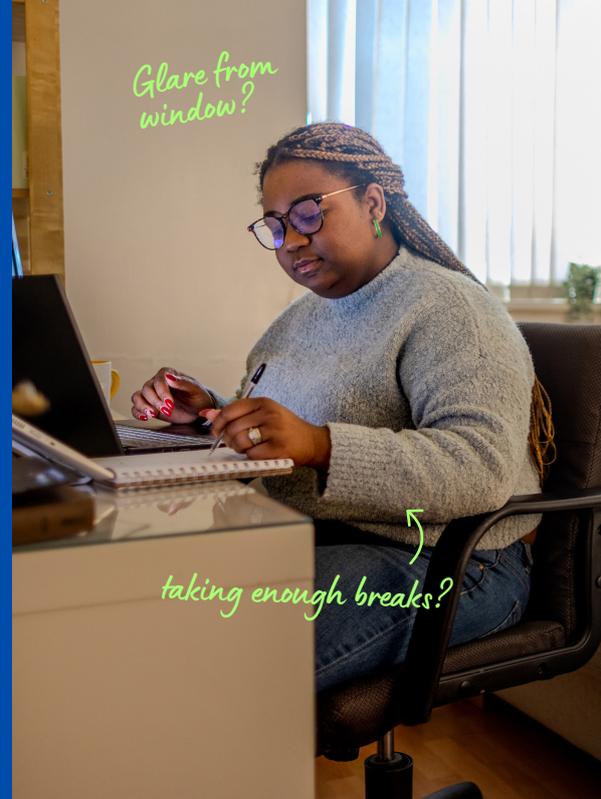


# Working from home compliance checklist for SME employees



When you work from home, your employer still has a duty of care. And you still have a responsibility to take reasonable care of your own health and safety.

This isn't about paperwork. It's about small, sensible habits that help you stay safe, comfortable and compliant.

**Use these daily and weekly prompts to keep yourself on track.**

## Sense check your set-up

**Each day, ask yourself:**

- Am I working somewhere stable and suitable, not from the sofa or bed?
- Is my lower back supported by my chair?
- Are my feet flat on the floor, or supported by something stable?
- Are my shoulders relaxed, not hunched?
- Are my elbows close to my body and roughly at a right angle?
- Is my screen directly in front of me, not off to one side?
- Is the top of my screen roughly at eye level so I'm not bending my neck?
- Am I about an arm's length away from the screen?
- Is there any glare from windows or lights making me squint?

- Am I using a separate keyboard and mouse for longer periods of work?
- Am I changing position regularly rather than staying in one fixed posture?

Small adjustments now can prevent back, neck and wrist problems later.

If something doesn't feel right, don't push through it. Adjust your set-up or speak to your manager about support.

## Move frequently

It's easy to sit for hours without noticing.

### During the day:

- Stand up and stretch at least once an hour
- Move around while on calls where you can
- Rest your eyes away from the screen regularly
- Take regular breaks

Small breaks help prevent aches, fatigue and long-term issues.

## Keep an eye on your electrics

At home, you're responsible for spotting obvious risks.

### Every week, take a quick look:

- Are plugs and cables in good condition?
- Are extension leads overloaded?

If your work equipment is damaged or faulty, report it. Don't try to fix it yourself.

## Stay safe from slips, trips and distractions

Accidents can happen - even at home.

- Keep your workspace and walkways clear of clutter and cables
- Make sure the area is well lit
- Keep drinks away from electrical equipment
- Avoid working in spaces where you're likely to be interrupted in a way that could cause accidents

If you hurt yourself (or nearly do) while working, report it to your manager as soon as possible.

## Think about your fire safety

You're unlikely to think about this day to day, but it matters.

- Make sure you have a working smoke alarm
- Keep heat sources clear
- Know your exit route
- Avoid blocking exits with equipment or furniture

## Be prepared for minor injuries

When you're working from home, there isn't an office first aider nearby. So it's important to be prepared for small, everyday incidents.

### **You should:**

- Know where a basic first aid kit is kept in your home
- Make sure it's stocked with essentials like plasters, antiseptic wipes and bandages
- Know who to contact at work if you have a work-related injury

If you're injured while working from home, even if it seems minor, let your manager know. They may need to record the incident and offer support.

You don't need specialist equipment in most cases. But having basic supplies and knowing what to do gives you confidence if something happens.

## Remember - your wellbeing matters too

Working from home can blur the boundaries between your work and home life. It's important to check in with yourself regularly to look after your mental wellbeing.

### Ask yourself:

- Do my manager and my team know my usual working hours, how to contact me and when they can contact me?
- Am I switching off at the end of the day?
- Am I taking proper breaks?
- Do I feel comfortable raising concerns about workload?
- Am I speaking to my manager and team regularly?

If you're struggling, speak to your manager early. Support is there, but only if they know you need it.

## If something changes

If your home set-up changes, you move house, develop pain or have a health condition that affects your work, let your manager know.

## Have questions or concerns?

If you're unsure about your set-up or your safety, speak to your manager. It's always better to ask than to guess.

Working from home works best when everyone feels comfortable raising concerns and asking for support.

*This resource was created in partnership with health and safety experts at [Omny Group](#).*