

10 working from home safety tips.



The pandemic changed workplace policies for people across the country and across the world. Many started to work from home. And many will continue to work from home moving forward. To stay safe, secure, and productive at your home office or remote office, put these working-from-home safety tips on the agenda.

1. **Avoid overloading outlets.** Don't plug too many devices into the same outlet or extension cord – it could cause a power surge. When possible, avoid using extension cords altogether and opt for using a surge protector.
2. **Unplug large devices** when you're not using them to save on electricity.
3. **Regularly inspect** your computer and cords for wear and tear.
4. **Keep distance** between space heaters and documents, blankets, clothing, or other items that could catch fire.
5. **Change passwords often** and create unique passwords with a mix of capitalization, numbers, and special characters.
6. **Set up a secure internet connection** that only your household has access to. This is especially important when you're working with personal data, transactions, or sensitive information from home.
7. **Install and test smoke alarms.** We recommend checking them often by pushing the test button. Replace all smoke alarms at least once every 10 years, and change batteries twice per year. Ensure an alarm is installed in every bedroom, outside each sleeping area, and on every level of your house.
8. **Prevent theft of work or personal items.** Keep work computers and other electronics out of

view of first-floor windows. Test locks on all doors and windows and consider installing security cameras or alarms.

9. **Promote a healthy workspace** by adding comfortable, ergonomic furniture to your workstation and taking mental health breaks when you need them.
10. **Always log out** when you step away from your computer or at the end of the day when you wrap up work. This will help keep work information out of the hands of roommates, family members, strangers, or curious children.

These working-from-home safety tips can help ensure a smooth transition away from the office. Looking for more ways to protect your home/work environment? Talk to one of our local, independent agents about home insurance today.