



WORKPLACE SAFETY NOTICE (WSN)

TOPIC SAFETY AND HEALTH PRECAUTIONS WHILE WORKING FROM HOME			Reference Number 2021/WSN/05
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The Safety, Health and Environment National Authority (SHENA) would like to highlight to all principals, employers, occupiers, self-employed persons, and persons at work on the safety and health precautions while Working from Home (WFH).

Section 12 of the Workplace Safety and Health Order, 2009 (WSHO, 2009) highlights the duty of an employer to take so far as is reasonably practicable, such measures as are necessary to ensure the safety and health of his employees at work which includes remote working. Additionally, as per Section 15 of WSHO, 2009, employees also have the responsibility to take reasonable care of themselves while at work.

Given the current COVID-19 situation in Brunei and instructions given from the Ministry of Health (MOH), most of the workforce are encouraged to practice WFH. WFH requires management and coordination to ensure employees and self-employed persons are not put at risk from longer-term safety and health hazards or other issues that can emerge.

Therefore, in our efforts and support to curb the spread of COVID-19 by staying at home, we should also remember to pay attention to aspects of health and safety while WFH. These include, but are not limited to, the following:

1. Ergonomics Safety and Display Screen Equipment (DSE) Safety

- Ensure your laptop or monitor screen is set up at eye level and positioned at an adequate distance away.
- Ensure comfortable seating with good posture, and with keyboards and mouse positioned suitably.
- Manage any glares or reflection from your laptop or monitor screen.
- Avoid eye fatigue by changing focus and taking screen breaks periodically.
- Avoid being sedentary for long periods, especially when working in front of your laptop or monitor screen, by regularly changing your position, doing some stretches or moving around periodically. This is to prevent muscle tension.

2. Electrical Safety

- Ensure sockets and extension cords are not overloaded.
- Switch off electrical items at source and unplug when not in use.

- Carry out visual checks to ensure electrical items, including wiring, are in good working condition.
- Keep drinks, liquids, and fluids away from electrical items. This will prevent electrical shocks as well as fire hazards.
- Be mindful of electrical items getting overheated that may result in fire hazards.

3. Slips, Trips and Falls

- Ensure that your surrounding workspace at home is clear of obstructions, e.g., electrical cords and loose rugs or carpets.
- Ensure that your workspace is kept clean and dry.
- Maintain good housekeeping at and around your workspace.

4. Environmental Conditions

- Ensure workspace is free from loud noise interruption and distraction.
- Ensure adequate lighting to prevent straining your eyes.
- Ensure adequate ventilation and thermal comfort at your workspace.

5. Health and Wellbeing

- Maintain a healthy diet and keep hydrated.
- Maintain good personal hygiene.
- Be cautious when receiving or handling physical documents. Consider implementing procedures to only issue and receive digital documents to minimise risk of exposure.
- Stay active and conduct routine exercise.
- Develop a routine and set boundaries between working time and personal time.
- Ensure to get enough sleep to prevent excessive stress or burnout.
- Maintain open communication with your supervisors and colleagues about any issues you may be facing that may affect your work while WFH.
- Stay virtually connected and have regular check-ins with your loved ones, friends, and fellow workers.
- Seek professional help if needed. MOH's *Talian Harapan* (Hope Hotline) can be reached at 145.
- Manage stress effectively through making time for activities you enjoy, prayers, etc.

Should there be any questions concerning this Workplace Safety Notice please contact SHENA via email at info@shena.gov.bn

SHENA would like to thank all stakeholders for their cooperation in ensuring Brunei Darussalam is a safe place to work and live. Please stay safe and remember to always adhere to the MOH guidelines and instructions.

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