



Working From Home

A guide to healthy and productive habits.

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1300 788 616

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Remote work eliminates in-person interactions and over time this can lead to feelings of isolation, being left out and potentially even depression.

Regular communication through messaging and texting, video, phone calls, or Microsoft Teams are great ways to keep your team engaged.

People want to feel connected and part of something at work. Working remotely has a whole new range of issues for you to consider but with careful planning and some strategic thinking it can have great outcomes for the business and employee.



Start here...

Contents

Set up a dedicated office space	4
Maintain a disciplined work ethic	5
Communication is key	6
Workplace policies also apply at home	7
Stay active in body and mind	8
Rest breaks and exercise	9
Stretches	11
Home workstation checklist	16
Password standard	17

Set up a dedicated office space

- » Set up a place in your home that is quiet and closed off to other members of your household.
- » Set boundaries with your family during working hours where possible.
- » Try to separate your home and work. For example, pack up your workstation or close your office door upon logging off for the day.
- » Be comfortable in your workspace. Use a monitor, ensure there is adequate lighting, find a supportive chair.
- » Avoid having the television on while you work. If you enjoy background noise, consider some calming music instead.



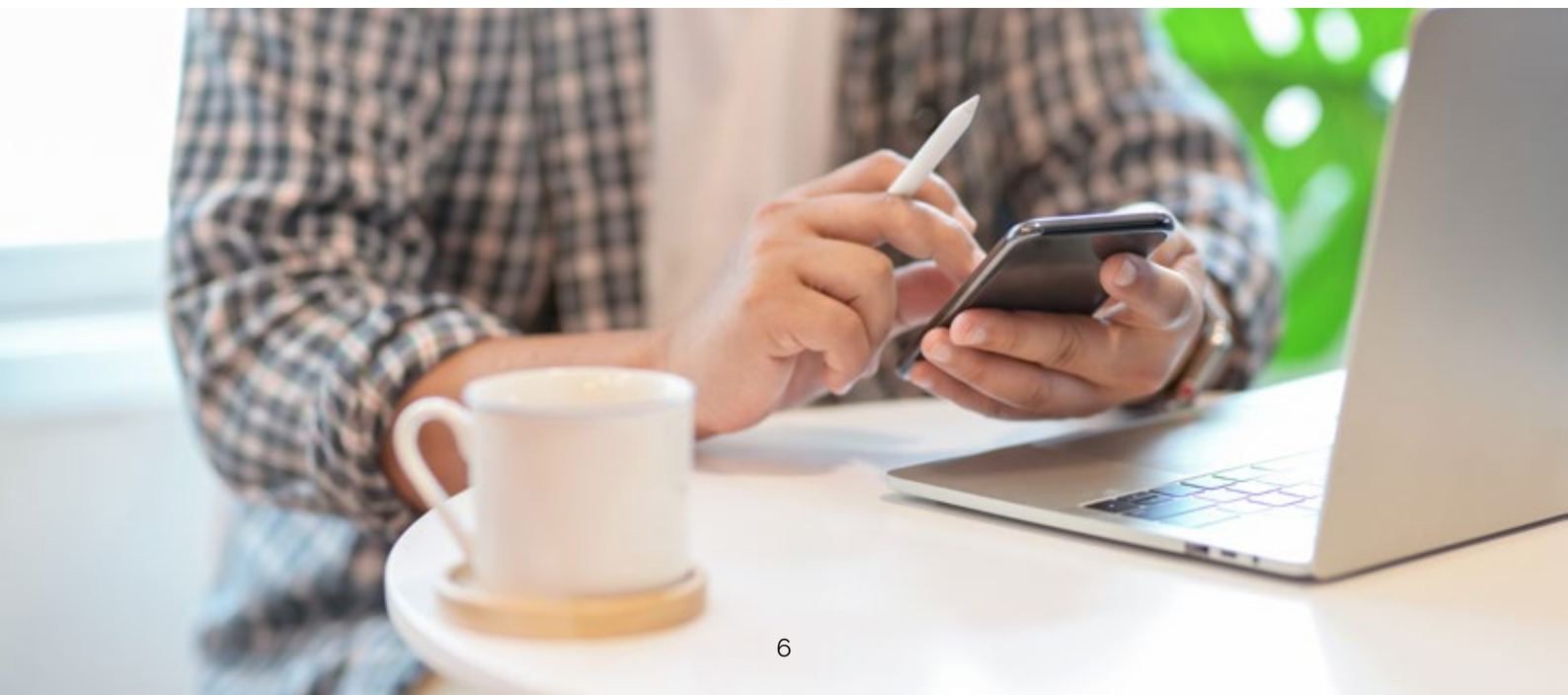
Maintain a disciplined work ethic

- » Log on at the same time every morning to create a routine, ideally the same time you would arrive in the office.
- » Get ready for your day by showering and getting dressed (don't sit in your pyjamas all day!). You will be more productive if you are 'awake', fresh and ready for the day.
- » Keep detailed time records so your manager has a clear understanding of the work you are doing



Communication is key

- » Be responsive. Keep constant communication with your manager and teammates.
- » Understand and clarify the expectations of your team and manager.
- » Let your teammates know if you are taking your lunch break or will be away from your computer for a long period.
- » Utilise chat programs such as Skype and Microsoft Teams to stay connected with your teammates. Remember that work is your priority, but it's also important to engage in social conversation and team building activities.



Workplace policies also apply at home

- » Do not leave documents or other work-related information sitting out on your desk when not being used.
- » Be mindful of your surroundings and what will appear in the background if participating in videoconferences
- » Ensure you are following password best practice standards



Stay active in body and mind

- » Get up regularly and take a walk or stretch. Get some steps in.
- » Take screen breaks, and ensure you break for lunch.



Rest breaks and exercise

Importance of rest breaks

Staying in the same position and using the same muscles for hours at a time is not good for your back or neck. Ergonomists agree that it's a good idea to take frequent and brief rest breaks. And, it's not just your legs that need a break every now and then.

Eye breaks

Looking at a computer screen for extended periods causes some changes in how your eyes work, including blinking less often and exposing more of the eye surface to air.

Every 15 minutes briefly look away from the computer screen for a minute or two to a more distant scene, preferably something more than 20 metres away. This lets the muscles inside the eye relax. Also, blink your eyes rapidly for a few seconds. This refreshes the tear film and clears dust from the eye surface.

Micro-breaks

Micro-breaks are less than two minutes long and perfect to do between bouts of keyboarding. Most people type in bursts rather than continuously. Between these bursts of activity, rest your hands in a relaxed, flat, straight posture. Though micro-breaks are short, you can stretch, stand up, move around, or do a different work task (such as make a phone call). A micro-break isn't necessarily a break from work, but it's a break from using a set of muscles (such as the finger flexors if you're doing a lot of typing).

Rest breaks

Every 30 to 60 minutes, take a brief rest break. During this break, stand up, move around, and do something else. Get a beverage, call a teammate, or take a lap around your home. This allows you to rest and exercise different muscles, and you'll feel less tired.

Exercise breaks

Going for a walk around the block or exercising in your lunch break can help relieve stress and tension.

Consider stretching and gentle exercises to help relieve muscle fatigue.



Need help? Contact us today
on [1300 788 616](tel:1300788616) or hello@opc.com.au
or visit www.opc.com.au

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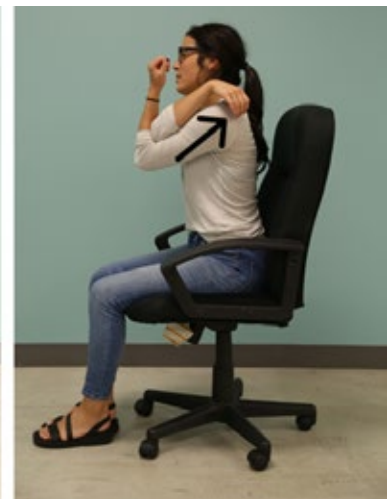
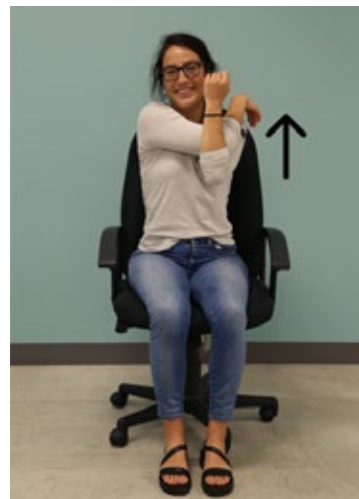
Stretches

Stretching makes you less tired and helps to refresh you. Important notes:

- » Never stretch to the point where pain is experienced
- » Refrain from doing exercises if you have a medical condition that could be made worse by stretching
- » The stretches below are only suggestions so if you feel pain, stop and get medical advice

1. The One Arm Hug

Take one arm across your body and place it on the back of your opposite shoulder. To get a deeper stretch, use your other arm to push back on the elbow. You should feel this stretch on the outside of your arm and shoulder. Hold for 30 seconds, repeat 2-3 times each arm.





2. Office Chair Back Stretch

While sitting, reach both hands behind your back and around the office chair. Once you have a good hold, arch your back and move your chest forward. Hold each stretch for 30 seconds and repeat 5 times.

3. Reach for the Sky

To stretch your back, interlock both hands above your head, palms facing the ceiling. Sit straight up, then push your palms upward and elongate your spine. You should feel a nice stretch in your back. Make sure to keep your shoulders loose and relaxed. Hold for 10 seconds, repeat 5 times.





4. Calf Raises

Take a break from sitting, stand up and try 20 calf raises. Keep your legs straight and raise yourself by rolling up onto the ball of your foot while tightening your calf.

5. Hamstring Chair Stretch

While sitting, straighten your legs and fold your body towards your toes. Make sure to keep your back straight. Hold for 30 seconds, repeat 3-5 times.



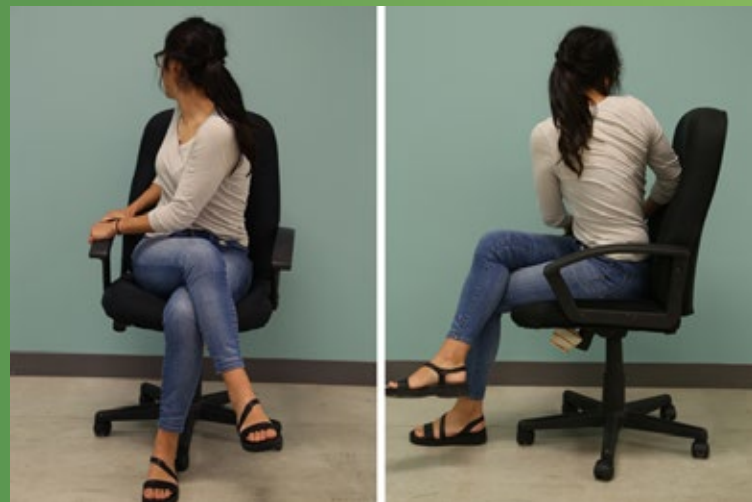


6. Seated Lat Stretch

To get a nice lat stretch, raise one arm above your head and bend it slightly across your body. Grab your wrist with the opposite arm and gently tug down to get a deeper stretch. Hold for 30 seconds, repeat 3-5 times per arm

7. Seated Spine Twist

Cross one leg over the other, then twist your body toward the leg that is on top. Hold for 30 seconds, repeat 3 times each side.





8. Seated Tricep Stretch

Put one arm up and bend your elbow so that the under side of your arm is facing outward. Use your opposite arm to push your elbow backwards so that you feel a stretch in your triceps. Hold for 30 seconds, repeat 3-5 times per arm.

9. Wrist Stretch

Press your palms together in front of your chest and hold for 15 seconds. Next, push the backs of your hands together for a reverse stretch and hold for another 15 seconds. Repeat 5 times.



Home workstation checklist

Consider the area of your workstation. Is there:	Yes/No
Adequate lighting	
Adequate contrast, no glare or distracting reflections	
Leg room and clearances to allow postural changes	
Clear status, no undisclosed monitoring	
Screen stable image, adjustable, readable, glare/reflection free	
Keyboard usable, adjustable, detachable, legible	
Work surface allows flexible arrangements, spacious, glare free	
Work chair adjustable	
Good lumbar support	
Seat height adjustability	
No excess pressure on underside of thighs and backs of knees	
Foot support (if needed)	
Space for postural change / No obstacles under desk	
Forearms approximately horizontal	
Screen height and angle allows for comfortable head position	
Space in front of keyboard to support hands/wrists during pauses in keying	

Password Standard

Our Password Policy is a crucial part of protecting the IT environment from malicious cyber-attacks and vulnerabilities including malware, crypto locking, data leakage, hacking, and numerous other potential high-risk scenarios. The cost to business for these cyber-attacks is rising at the rate of 27% year on year.

Our first line of defence against these types of vulnerabilities is a strong password policy that at a 'minimum' meets industry best practices.

We need to ensure that we are implementing these 'Best Practice' standards and it is now mandatory that ALL personnel have passwords that meet the criteria listed below

Policy

Enforce password history

Maximum password age

Minimum password length

Ensure password meets requirements

Account lockout threshold

Setting

Last 8 passwords remembered

90 days

10 characters

Upper and lowercase, numerals and characters

After 5 attempts

Scope

All Domain Users

The most common technique to implement a good strong password that you can also remember is by using a phrase or sentence that you can easily recall. Take the first letter or each word within the phrase and combine the letters together to form your new password. You can then apply a symbol and a number of significance to enhance the password.

For example:

Phrase	The Canberra Cosmos is my favourite team
New Password	TCCimft
Number	9 (player jersey number)
Symbol	\$#
Finished Password	TCCimft9\$#

The end result is a very secure password that would take a standard desktop computer an estimated 208 thousand years to guess every combination. Compare this to the password Cosmos1 which can be compromised by a botnet in just under 2 seconds!

The above policy will be applied over the coming weeks to protect the integrity of our data and to reduce the overall risk of a security breach. We request that you update your current password/s to a new version that complies with the above standard within the next 24 hours

Changing your Password

Simply press and hold Ctrl + Alt + Delete on your keyboard

A list of options will appear and 'Change a Password' will be the second last option. Follow the prompts.

If you have any questions in regards to the above password policy, please contact the OPC Service Desk on **1300 788 616** or service.desk@opc.com.au

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