



# WORKERS' COMPENSATION MANAGEMENT BUREAU

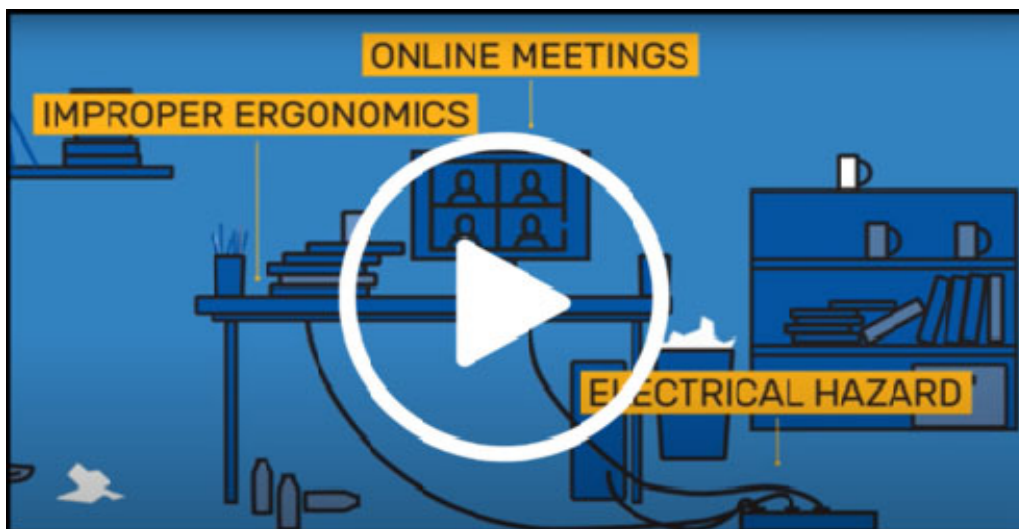
MONTANA DEPARTMENT OF ADMINISTRATION

July 12, 2023

## July 2023 Safety Tip

### Make Remote Work Safer

Workplace safety risks look different when working remotely and it's important to learn how to identify and mitigate risks.



[Watch this video from State Fund](#) to learn how to make your remote work space safer.

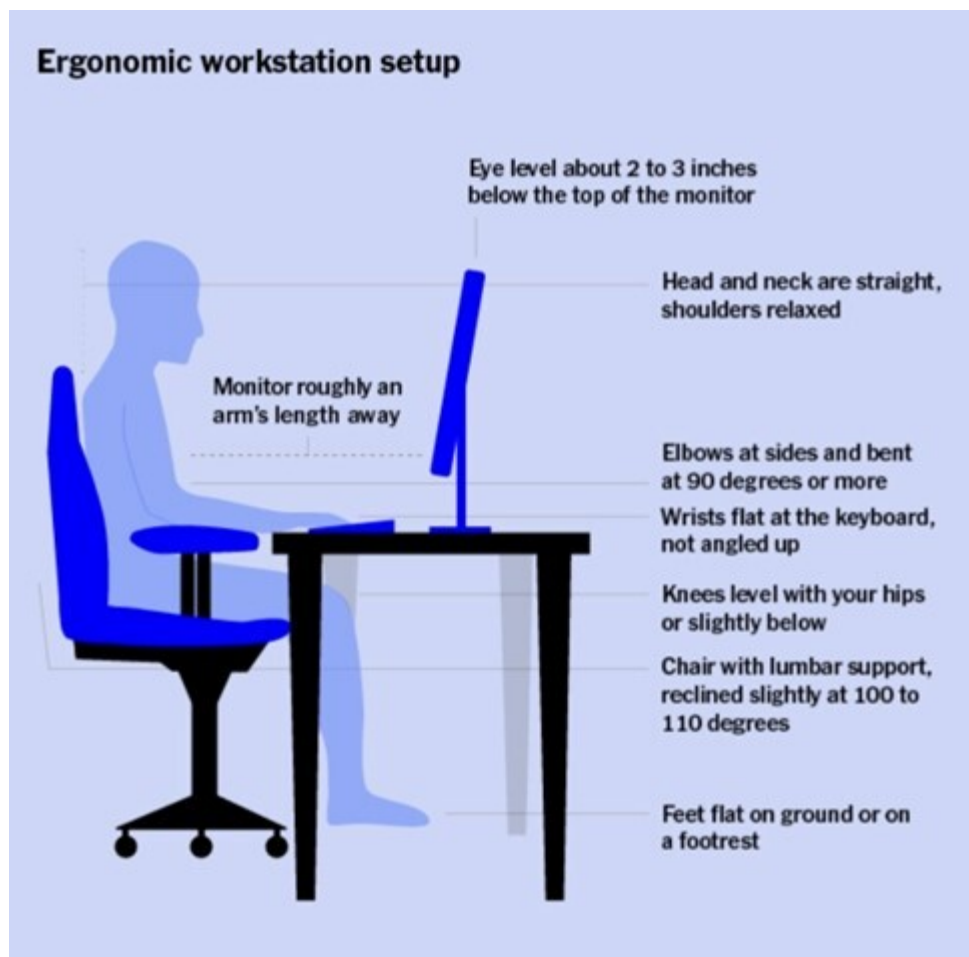
### Remote Work Safety Tips

Maintaining a safe home office is the remote worker's responsibility. A proper ergonomic workstation setup increases a workers' comfort and overall health while reducing the risk of occupational diseases.

Here's a few tips for remote workers to keep in mind:

- Place computer and other office equipment on sturdy, level, well maintained surface. Place computer monitors at a height that is comfortable and does not require neck or back strain.
- Setup good lighting to reduce eye strain and avoid craning your neck at an unnatural angle
- Keep pathways clear of tripping hazards, such as cords and uneven or slippery surfaces.
- Use a sturdy chair that can move easily on the floor. Choose a chair that provides lumbar support and allows height adjustments to fit you comfortably to your work space.
- Daylight and access to outdoor views give eyes opportunities to relax and recover from the strain of staring at a monitor all day. If there aren't windows in space, consider using overhead lighting with task lighting.

The image below provides a visual explanation on how to setup an ergonomic workstation.



If a remote worker has questions about their workstation, they may request a remote ergonomic evaluation through their agency safety coordinator or the Workers' Compensation Management Bureau.

## WORKERS' COMPENSATION MANAGEMENT BUREAU

### MONTANA DEPARTMENT OF ADMINISTRATION

(800) 287-8266 | TTY (406) 444-1421 | [WCMB@mt.gov](mailto:WCMB@mt.gov)

100 N. Park Ave. Suite 320 | PO Box 200130 | Helena, MT 59620-0130

**Non-Discrimination Notice:** The State of Montana Benefit Plan complies with applicable Federal civil rights laws, state and local laws, rules, policies and executive orders and does not discriminate on the basis of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status or marital status. 45 C.F.R. § 92.8(b)(1) and (d)(1)

**ATENCIÓN:** si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-866-270-3877 (TTY: 711).

**ACHTUNG:** Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-866-270-3877 (TTY: 711).

This service is provided to you at no charge by [State of Montana Health Care & Benefits Division](#).