



Recommended Home Safety Checklist for Telecommuters

The telecommuter is responsible for ensuring a clean, safe, and ergonomically sound home/work office as a condition for telecommuting.

Work Site

- Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition. (We recommend a specific room or area of your home for performing your work)
- The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
- Supplies and equipment (both departmental and employee-owned) are in good condition.
- The area is well ventilated and heated.
- Storage is organized to minimized risk of fire and spontaneous combustion.
- All extension cords have grounding conductors.
- Secure all loose cables and cords to prevent trips and falls
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight-fitting covers or plates.
- Surge protectors are used for computers, fax machines, and printers.
- Heavy items are securely placed on sturdy stands close to walls.
- Computer components are kept out of direct sunlight and away from heaters.

Emergency Preparedness

- Emergency phone numbers (hospital, fire department and police department) are posted at the alternate work site.
- A first aid kit is easily accessible and replenished as needed.
- Portable fire extinguishers are easily accessible and serviced as needed.
- An earthquake/storm preparedness kit is easily accessible and maintained in readiness.

Ergonomics

- Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body.
- Telecommuter agrees to read and to implement the EMPLOYER ergonomic principles.



Tips for Working from Home.

While you may not have to drive to get to work that day, it is still important to keep to a 'work day ritual'.

Some tips for working at home include:

- Have a specific location where you work. This may be a room, or just a corner of a room, but it is **always** the place where you do your work.
- Begin and finish at the same time every day you are working at home. Have a beginning and end of day ritual. Since there is no longer a 'break' between waking up and going to work, some teleworkers find it helpful to actually leave the house and walk around the block before starting work. You may want to end the day the same way.
- As you would for working in the office, set a schedule and stick to it. Make a 'to do' list and check your accomplishments at the end of the day. Stick to deadlines.
- Maintain contact with the office. Establish a routine for contact with your supervisor, or co-workers. Keep your supervisor informed of your progress and any difficulties encountered.
- Determine what interruptions are okay and what is not. Tell your friends and family what the ground rules are.
- Working from home with children home during the coronavirus crisis can be difficult. Keep your manager/supervisor advised of any issues that may arise.