

Safety Checklist When Working from Home

With numerous employers making the quick transition to a remote work environment, while temporary, you may feel overwhelmed and/or unprepared for this unfamiliar situation. And that's perfectly OK.

To help alleviate the stress of this transition, here is a safety checklist to get you started:

GENERAL WORKSTATION ENVIRONMENT/HAZARDS TO BE ASSESSED AND CONTROLLED

- ☐ Sufficient floor space – a minimum of 7.5 square feet of free floor space in your area is recommended.
- ☐ Ensure you have adequate lighting at your workstation.
- ☐ Is your computer screen free of glare? If task lights are used for source documents, position to avoid glare on the screen. Position computer screen away from the window and/or perpendicular to window and its plane.
- ☐ Ensure there is adequate ventilation and that the temperature and humidity are comfortable.
- ☐ Has the HVAC air-filter servicing the designated work space been replaced recently? Filter Performance Rating (FPR) of at least six is recommended.
- ☐ Acceptable noise levels; workstation should be separated from any loud equipment or appliances.

ELECTRICAL SAFETY

- ☐ Power strips, surge protectors and extension cords used to power workstation are Underwriters Laboratory (UL) approved. Do not plug power strips or extension cords into other power strips or extension cords. Ensure cords are not frayed or damaged.
- ☐ Is electrical system outlet of sufficient capacity to handle the load plugged into it? Many typical U.S. home (interior room) circuit breakers are rated for 15 to 20 amps. An indicator of power usage is typically found on the AC adaptor (brick). Do not overload outlets.
- ☐ Ensure electrical outlets are grounded with three-pronged plugs.
- ☐ Extension cords should only be used in non-traffic areas; do not run under rugs or staple in place. Avoid tripping hazards.

FIRE SAFETY

- ☐ Ensure working smoke detector covers the designated workstation. Test and replace batteries in all smoke detectors.
- ☐ A home multi-purpose fire extinguisher is available and you know how to use it.
- ☐ You have an evacuation plan and everyone in the home knows what to do in the event of a fire.
- ☐ Walkways, doorways and halls are unobstructed.

Safety Checklist When Working from Home *(continued)*

CHILD CARE

- ☐ If feasible, children should be located in an area beyond the immediate workplace. Whenever possible, childcare tasks (feeding, napping, changing) should not be performed in the designated workplace area.
- ☐ Control potential hazards, for example, heavy objects from falling from the desk top (e.g., a child pulling a computer screen down), sharp objects (e.g., scissors, staplers), electrical hazards, etc.
- ☐ Ensure storage shelves or file cabinets are not overloaded and are anchored as necessary. Store heaviest items on low shelves or in bottom drawers.

ERGONOMICS

- ☐ Chair is fully adjustable, allowing for a change in height and angle of backrest to provide support to the inward curve of your back. If necessary, use a pillow, rolled towel or cushion for lower back support.
- ☐ Chair is in good condition with preferably a stable 5-star castor base appropriate for the floor surface.
- ☐ For a seated workstation, ensure feet are flat on the floor (or on a foot rest) with knees at a 90-degree angle and forearms at right angles comfortably supported on desk.
- ☐ For a standing workstation, ensure appropriate height/design to meet criteria above.
- ☐ Screen contrast and brightness are adjusted for the best reading.
- ☐ Confirm desk is capable of supporting the weight of your computer equipment and related materials.
- ☐ Perform adequate postural variation on a regular basis; change posture by stretching, standing and gently mobilizing your body (micro breaks).

OTHER SAFETY/SECURITY MEASURES

- ☐ Files and data are secure at all times.
- ☐ Employ your corporate VPN services/protocol when connected to your network.
- ☐ Materials and equipment are in a secure place that can be protected from damage or misuse.
- ☐ Do not provide your network password to anyone, including family members. Your IT team will never ask for a remote user's password.
- ☐ Perform regular sanitation of keyboard, mouse and desk surfaces, especially after returning from outside of your home.
- ☐ Refrain from conducting any in-person meetings at your home workplace. Hold meetings via video or conference call.

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