

## Work-at-Home Safety Checklist:

As a work-at-home employee you are responsible to ensure that the off-campus workspace you have selected complies with certain safety guidelines. Use this checklist for guidance.

### **Workspace Location**

- Workspace is away from noise, distractions, and is devoted to your work needs.
- Workspace area accommodates all workstation, equipment, and related materials.

### **Electrical**

- Sufficient electrical outlets are accessible.
- All outlets are covered and in working order.
- Equipment is fitted with grounding adapters, surge protectors and overload fuses.
- All grounding adapters and power strips/surge protectors that are being used are Underwriters Laboratory approved.
- Equipment is placed close to electrical outlets.
- Electrical cords/wires are placed so that there are no tripping hazards.

**Caution:** Do not overload outlets; make sure they can handle the load. If necessary, call your electrician to verify outlet electrical circuit capacity.

- You have an evacuation plan so you know what to do in the event of a fire.
- There is a working smoke detector in the workspace.
- A home multi-purpose fire extinguisher, which you know how to use, is readily available.

### **The Selected Workspace**

The workspace you select must be capable of safely supporting and accommodating your electronic office and supporting equipment needs. Natural or mechanical ventilation, temperature control, lighting, and properly selected workspace ergonomic parameters are necessary to maintain a comfortable working environment. Once set up, your new workspace should be maintained free from hazards and in a safe condition at all times.

An improperly set up computer workspace can be a source of physical discomfort during prolonged use. Symptoms of eye fatigue and irritation, headaches, blurred vision, and pain or stiffness in the neck, shoulders, back, arms, wrists, and hands have been reported. These potential problems can be minimized or eliminated by learning more about workspace safety and using the workspace set up safety checklist below.

### **Workspace Checklist**

#### **Standard Computer Desk**

- Computer desk height is 26 inches above the floor. Keyboard is at the same height and chair is adjusted during use to ensure that your arms are at a 90-degree angle to the keyboard.
- Desk is able to support weight of computer equipment and related support materials.
- Space under desk is sufficient for lateral movement.

#### **Component Desk**

- Desk work surface is 29 inches from floor.
- Desk has adjustable keyboard support tray (adjustments of 25 to 27 inches from floor are standard).
- Desk is able to support weight of computer equipment and related support materials.

#### **Keyboard**

- Keyboard height is adjustable (25 to 27 inches above the floor).
- User's wrists are straight, and a wrist pad is used.