



SAFETY Is Always a Priority, No Matter Where You Work



When working from home, safety is in your hands! Even the most frequent and seemingly mundane tasks like reading, typing and talking on the telephone can result in significant injuries if your workspace is not set up sufficiently for the task. A safe work environment is a productive one, so use this checklist to make sure your at-home workspace is set up to keep you safe!

ACCESS

- Is the path to and from your workspace clear of tripping hazards and other obstructions?
- If you have power or communications cables, are they routed and secure to avoid a tripping hazard?
- If you have books, materials, file drawers, etc. are they stable enough to avoid tipping over?
- Are toys, pets and other objects removed from the area to allow a clear pathway to and from the workspace if the space normally serves a different use?

BODY POSITION

- Do you have a sturdy chair and is your chair properly configured to align your back, neck and head?
- Does your chair have a back or does it need supplemental lumbar support?
- Are you able to keep your elbows bent between 90 and 120 degrees and your hands, wrists and forearms parallel with the floor?
- Have you completed a workstation ergonomics checklist?

LIGHTING

- Do you have sufficient lighting in the room to illuminate your work surface?
- Does the lighting create unwanted glare on your display screen?
- Do you find yourself straining to focus on your screen or written materials?
- If you are using temporary lamps, are they provided enough clearance to dissipate heat?

ENVIRONMENT

- Is your work space away from noise and distractions and devoted to your work needs?
- Are you able to carry on a telephone call in your work area to meet your work needs and avoid distracting others in your home?
- If you use headphones or earbuds, can you still hear enough to be alerted to an emergency?
- Is your workspace too warm or too cold?
- Is there sufficient ventilation and ambient lighting to feel comfortable in your space?

EQUIPMENT

- Are portable devices that require charging or produce heat located on a solid surface that is capable of safely withstanding the heat?
- Are devices with fans provided enough clearance to cool? Are they turned off when not in use?
- If you require additional electrical outlets, have you used a suitable power/surge protection strip?
- If you require the use of an extension cord, have you avoided overloading and daisy chaining?
- When you leave the workspace, are cords tucked away and child-proofed if necessary?

Your safety is a top priority. In the unfortunate event of an injury while teleworking, please contact your supervisor for guidance on reporting and remedy.

Your mental health is important as well. Remember to take breaks throughout the day when working from home and try to follow your regular routine. Get dressed for work, take a lunchbreak and find ways to engage with co-workers throughout the day.