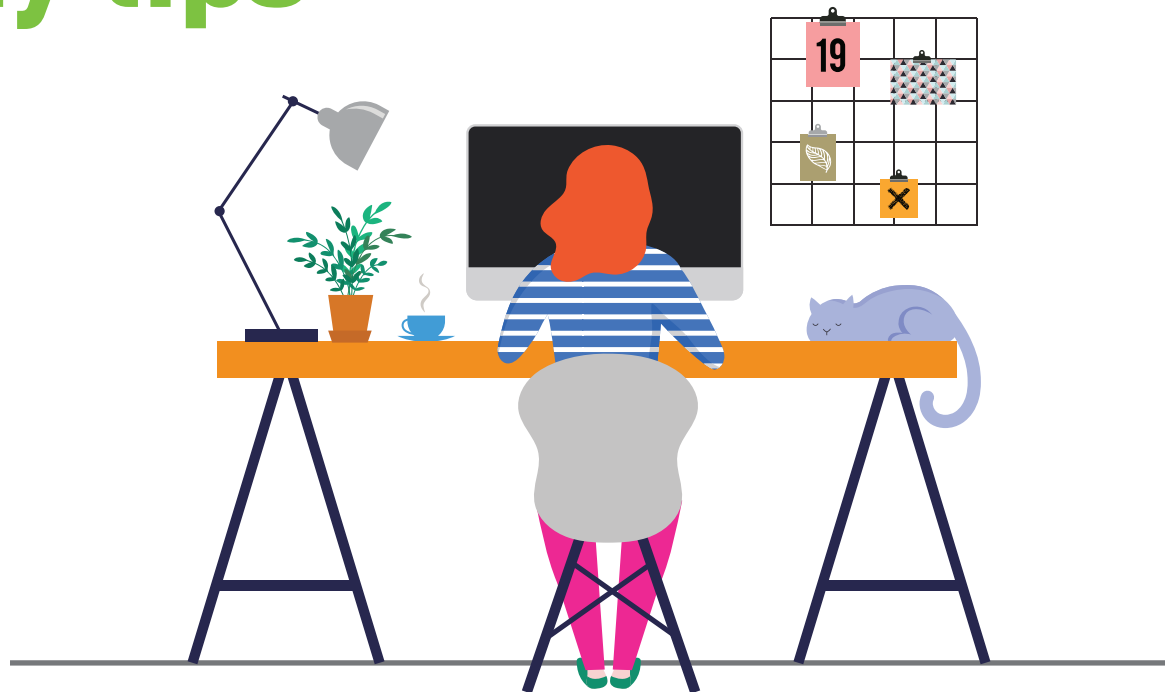


Telecommuting safety tips



Additional information:

Want more tips on how to stay safe and healthy while working from home? Check out our resources at saif.com/homeoffice.

When you are working from home, your home becomes your workplace. Checking it for hazards helps you maintain a safe environment. This quick checklist will help you look for opportunities to improve the safety of your home, for work and in general.

General workspace

- Floors are clear and free of slip/fall hazards like area rugs or clutter
- Electrical cords are secured under a desk or along a wall
- Workspace accommodates workstation, equipment, and related materials
- File drawers are not top-heavy and do not open into walkways

Workstation ergo

- Chair is adjustable
- Back is adequately supported by a backrest
- Feet can rest flat on the floor or a footrest
- Forearms rest almost parallel to the floor while typing
- Top of your monitor screen is about eye level and at least an arm's length away
- Computer screen is free from glare
- Light is adequate for reading

Fire safety

- Smoke detector is functional
- Multi-use fire extinguisher is available, and you know how to use it
- Walkways and doorways are not blocked
- Portable heaters are kept away from anything flammable
- Workspace is free of trash, clutter, and flammable liquids
- Emergency evacuation plan is in place

Electrical safety

- Electrical plugs, cords, outlets, and panels are in good condition (check for missing ground plug, and exposed or damaged wiring)
- Extension cords and power strips are not daisy chained
- Electrical cords do not run across walkways, under rugs, and are not nailed/stapled in place
- Computer equipment is plugged into a surge protector
- Equipment is turned off when not in use

Miscellaneous

- Files and data are physically secure
- Materials and equipment are protected from damage and misuse

Health

- Take regular breaks; use them to get up and move
- Eat healthy foods, including fruits and vegetables, and stay hydrated
- Stay connected with your team and others you would normally see in the office using video chat or phone calls
- Take time for yourself (here are some options: practice mindfulness, enjoy funny posts online, read a book, exercise, or drink a cup of coffee or tea)

