

WORKING FROM HOME

With the increase in teleworking due to COVID-19 and government 'stay-at-home' orders, it's important not only to protect ourselves from COVID-19 but to also maintain a safe workspace at home. In a home environment we may have possibly learned to overlook basic safety hazards we wouldn't hesitate to bring up at work. But a slip, trip or fall, an injury from improper lifting, or a struck by falling object etc. will still affect us regardless of where the incident occurred.



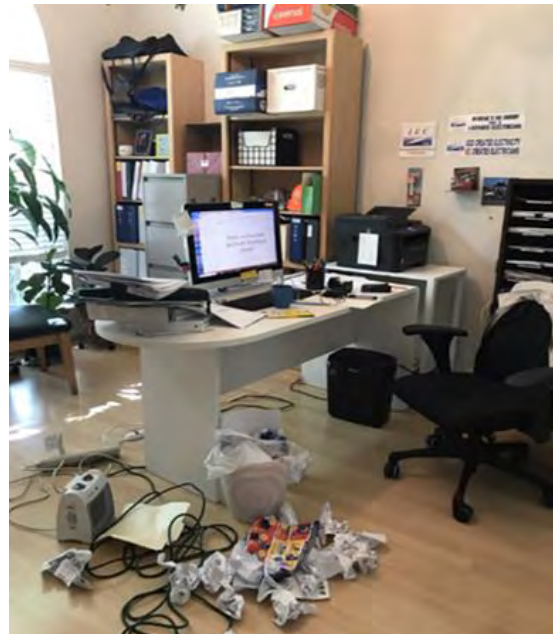
The following checklist is designed to help assess the overall safety of the alternate worksite. In the event there are any issues please contact your organizations safety representative or Human Resources office.

Workplace Environment	Y	N
Is the work area quiet and free of distractions?		
Is there enough lighting for reading?		
Are aisles, doorways, and corners free of obstructions and tripping hazards to permit visibility and safe movement?		
Are phone lines, electrical cords, and extension wires secured under a desk or alongside the baseboard so they don't present a tripping hazard?		
Are floor surfaces clean, dry, and free of worn or frayed seams?		
Are carpets well secured to the floor and free of frayed or worn seams?		
Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?		
Is the work area kept free of trash, clutter, and excessive amounts of combustibles		
Are all stairs with 4 or more steps equipped with handrails?		
Are egress and exit paths free of obstruction?		
Electrical	Y	N
Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?		
Do circuit breakers clearly indicate whether they are in the open or closed position?		
Is all electrical equipment free of hazards such as frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling?		
Will the building's electrical system permit the grounding of electrical equipment e.g. three pronged plugs and outlets?		
Will the building's electrical system support the equipment in use without overload?		
Are electrical cords not nailed, stapled, or run underneath carpets?		
Are computers and other electronics connected to a surge protector?		
Are extension cords and power strips not daisy chained?		
Can the equipment be used without an extension cord e.g. plugged directly into the wall outlet or surge protector?		
Is equipment turned off when not in use?		
Storage	Y	N
Are heavy items kept on the bottom of shelves and file cabinets to prevent being them from becoming top heavy and tipping over?		
Is an appropriate step stool or ladder used when reaching at height?		
Desk Work Area	Y	N
Are liquids kept away from electronic equipment or in a spill resistant container?		
Do chairs have any loose casters/wheels?		
Are rungs and legs of chairs sturdy?		
Is your chair adjustable?		

Is your back adequately supported by a backrest?		
Are your feet on the floor or fully supported by a footrest?		
Are you satisfied with the placement of your VDT and keyboard?		
Is it easy to read the text on your screen?		
Do you have enough leg room at your desk?		
Is the VDT screen free from noticeable glare?		
Is the top of your screen at eye level?		
Is there space to rest the arms when not keying?		
Are your wrists fairly straight when keying?		
https://www.osha.gov/SLTC/etools/computerworkstations/checklist_evaluation.html		
Other Fire Prevention/Safety Items	Y	N
Are first aid supplies available?		
Is there a serviceable fire extinguisher?		
Are heat sources e.g. space heaters kept away from combustible materials and flammable liquids?		
Are smoke detectors (and carbon monoxide detectors if present) operational?		
Are flammable liquids properly stored?		
Security	Y	N
Is there a place or means to secure files and data?		
Have you implemented data and internet security measures as specific by IT?		
Have you established a means to communicate with your supervisor?		

CAN YOU IDENTIFY ANY POTENTIAL SAFETY ISSUES?

- Files stored on top of shelves
- Cluttered work area
- Liquids without a tap to prevent spills
- Tripping hazards
- Unnecessary extension cord in use
- Chair is too low to allow arms to remain parallel while typing on the computer
- Cords and cables not secured under the desk or along a baseboard
- Points on pencils pointed upwards
- Surge protectors daisy chained
- Space heater not kept away from combustibles
- Trash not properly disposed of



This information has been developed by an OSHA Compliance Assistance Specialist and is intended to assist employers, workers, and others as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics [or hazards], it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive statement of an employer's legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent that this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Finally, over time, OSHA may modify rules and interpretations in light of new technology, information, or circumstances; to keep apprised of such developments, or to review information on a wide range of occupational safety and health topics, you can visit OSHA's website at www.osha.gov.