



Safety Guidelines and Workspace Self-Certification Checklist for the Remote Work Location

Employees participating in remote work should use the recommended guidelines below to assist in surveying the overall safety and adequacy of their alternate worksite. The following recommendations do not encompass every situation that may be encountered. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites.

1. Always report accidents and injuries immediately to your supervisor.
2. Develop and practice a fire evacuation plan for use in the event of an emergency.
3. Check your smoke and carbon monoxide detectors regularly and replace batteries as recommended.
4. It is recommended to have a working fire extinguisher at your remote work location and check the charge as recommended.
5. Computers are heavy. Always place them on sturdy, level, well-maintained furniture.
6. Take the following into consideration when locating your computer:
 - Place the monitor where there will not be any noticeable glare from windows or lighting.
 - Place the monitor at a comfortable height for viewing.
 - Locate the computer keyboard and mouse at a height that does not cause wrist strain.
 - Use a surge protector and make sure all cables are grounded.
7. Choose office chairs that provide good supporting backrests and allow adjustments to fit you comfortably.
8. Locate computers, phones and other electrical equipment in a manner that keeps power cords out of walkways.
9. Keep your work area clean and avoid clutter, which can cause fire and tripping hazards.

The opportunity to participate in a remote work program is offered with the understanding that an employee is responsible for ensuring that his or her remote work environment is both a safe and an effective place of work. Each employee is responsible for correcting any safety deficiencies in a timely manner, at their own expense. Employees are encouraged to discuss any safety concerns they have with their managers to determine if remote work is suitable. The Environmental Health, Safety and Risk Management Office is available to assist employees with advice on workspace ergonomics and designing a home fire/emergency plan. To contact the Environmental Health, Safety and Risk Management Office please email uiwsafety@uiwtx.edu.