Telecommute Safety Checklist

**The following checklist provides guidance and best practices on completing a safety evaluation when telecommuting.**

**Work Environment**

[ ]  Emergency Exits are identified and the path is reasonably direct and unobstructed.

[ ]  Lighting is sufficient for visual tasks to be completed without eyestrain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.

[ ]  Walkways are clear of clutter and trip hazards. The work area is segregated from other hazards in the home such as cooking surfaces in the kitchen.

[ ]  Sufficient ventilation and thermal comfort according to the season.

[ ]  Power outlets are not overloaded with double adapters and power boards.

**Work Practices and Physical Activity Required**

[ ]  Find a quiet place to conduct your work, to help with concentration.

[ ]  Stand at least once per hour.

[ ]  Breaks involve stretching and changing posture.

[ ]  Long periods of continuous computer use (appx. 30 minutes) are broken-up by performing other tasks.

[ ]  Take your hands off the table and rest them in your lap periodically to allow your hands and forearms to relax.

[ ]  If you have a bar height table or counter, switch to standing for a few minutes each hour.

[ ]  Any repetitive actions are not continued for long periods without appropriate breaks.

[ ]  Hand is used to hold telephone receiver or headset is worn (no cradling).

[ ]  Any lifting, pushing, or carrying type task is well within the physical requirements as identified in the class specification.

[ ]  Carts or other mechanisms are used for moving heavy and awkward items.

[ ]  Go outside a couple times a day for fresh air and sunlight and to improve circulation.

**Workstation Checklist**

 ***Desk***

[ ]  Adequate leg spacing and clearance.

[ ]  Large flat surface that allows room for your computer equipment.

**NOTE:** If working on a couch or bed place a pillow behind your lower back and neck for extra support, set your laptop on a notebook binder or book to create a sturdy lap board, and limit yourself to 30 minutes before moving back to a dedicated desk or table.

 ***Chair***

[ ]  Chair should be raised so the desktop is at the same height as your elbows, when your arms are relaxed at your sides. If the chair will not go up high enough use a pillow to elevate your body to the correct height.

[ ]  Front of seat should not be pressing on the back of knees, keeping 2-3 fingers of space behind knees and seat pan.

[ ]  Armrest should be adjusted to comfortably support your resting forearms without raising your shoulders, if available. Armrests should be out of the way while typing, but may provide support during other activities.

[ ]  Seatback should be adjusted to provide adequate lumbar support (place a small pillow or towel behind your back if needed).

[ ]  Sitting posture is upright with back slighted reclined.

[ ]  Feet should remain flat on the floor. Use a footrest or sturdy container if your feet are dangling.

 ***Monitors***

[ ]  Monitors viewing distance is approximately arm’s length away.

[ ]  Monitor height is adjusted so the top of the monitor is at eye level (may be need to adjust for bifocals).

[ ]  Monitor placement is directly in front of user.

[ ]  Monitor is positioned to avoid glare from light sources.

 ***Keyboard and Mouse***

[ ]  Keyboard distance allows user to relax shoulders with elbows hanging close to body.

[ ]  Keyboarding posture has minimal bend in wrist and not supported on any surface while typing.

[ ]  Keyboards position is flat and secure.

[ ]  Mouse is directly next to keyboard.

[ ]  Mouse is same level as keyboard.

**Safety**

[ ]  Telephone or other suitable devices are readily available to allow effective communication in emergency situations.

[ ]  Emergency contact numbers and details are posted or kept conveniently located.

[ ]  Fire extinguisher is in working order and available. *Employee is trained on how to use the fire extinguisher.*

[ ]  Smoke detector is in working condition and properly serviced.

[ ]  First aid kit, or supplies, is available.

[ ]  Work-related injuries incurred during agreed upon work hours are reported promptly to the supervisor, following District Workers’ compensation procedures. <https://www.gcccd.edu/human-resources/workers-compensation.html>.

*Home office safety re-certification will be required on an annual basis for those telecommuting long term. Any questions in regards to the above best practices should be made to the Human Resources Offices.*

**I certify that I have reviewed the above checklist:**

Employee Signature: Date:

Supervisor Signature: Date:

Submit this signed document to Human Resources: Cheryl Detwiler at cheryl.detwiler@gcccd.edu or Lorena Carpenter at Lorena.carpenter@gcccd.edu.