



University of California San Francisco

Human Resources

## Home Safety Checklist for Telecommuters and Remote Workers

The telecommuter/remote worker is responsible for ensuring a clean, safe, and ergonomically sound home/work office as a condition for telecommuting. The telecommuter/remote worker should review this checklist with his/her supervisor and sign it prior to the start of telecommuting/remote work.

### Work Site

	Telecommuter/remote worker agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition.
	The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
	Supplies and equipment (both departmental and employee-owned) are in good condition.
	The area is well ventilated and heated.
	Storage is organized to minimize risks of fire and spontaneous combustion.
	All extension cords have grounding conductors.
	Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
	Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight-fitting covers or plates.
	Surge protectors are used for computers, fax machines, and printers.
	Heavy items are securely placed on sturdy stands close to walls.
	Computer components are kept out of direct sunlight and away from heaters.

### Emergency Preparedness

	Emergency phone numbers (hospital, fire department and police department) are posted at the alternate work site.
	A first aid kit is easily accessible and replenished as needed.
	Portable fire extinguishers are easily accessible and serviced as needed.
	An earthquake preparedness kit is easily accessible and maintained in readiness.

### Ergonomics

	Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body, in conformance with Campus Occupational Health Program guidelines.
	Telecommuter agrees to read and to implement the ergonomic principles found on the UCSF Ergonomics Program website at: <a href="http://www.ehs.ucsf.edu/ergonomics-program-0">http://www.ehs.ucsf.edu/ergonomics-program-0</a> .

I have reviewed and understand the items outlined in this checklist.

\_\_\_\_\_  
Telecommuter's/Remote Worker's Signature

\_\_\_\_\_  
Date