Telework & Home Office Safety
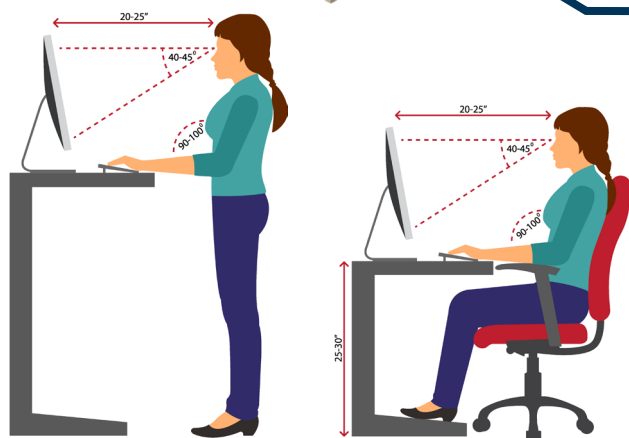

COMPUTER SCREEN: If available, use a wide-screen monitor, an arm's length from your eyes for optimal viewing to minimize fatigue. A desk lamp is also recommended.

CORDS AND OUTLETS: Office equipment should be plugged into a grounded outlet with cords untangled and out of the way.

PROPER SEATING: If available, use a high-backed, cushioned chair where your feet can reach the ground to allow for optimal work posture and reduce slouching and back pain. A standing desk is also acceptable.

GENERAL AREA: The area around your work space should be well lit (open window blinds if possible) and clear of clutter and other obstructions. Rugs should be secured to avoid a slipping hazard.

Workspace Safety Checklist

- ☐ Floors are clear and free of slip/trip hazards (i.e. clean and free of obstructions and fire hazards)?
- ☐ Cabinets, furniture, and equipment greater than 4 feet tall are anchored to the wall?
- ☐ Large and heavy items are kept on lower shelves or on the ground?
- ☐ Are emergency evacuation routes from the work area identified?
- ☐ Charged, accessible fire extinguisher in area?
- ☐ Are grounded outlets (3-holed) available for safely powering office equipment?
- ☐ Extension cords and power strips not daisy chained and no permanent extension cord use?
- ☐ All electrical plugs, cords, outlets, and panels in good condition? No exposed/damaged wiring?

For more information:

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