

## Telecommuter Safety Checklist

### Telecommuters must keep the following guidelines in mind when working in their alternative workspace:

- ❑ Your working area must be quiet and free of distractions.
- ❑ The lighting in your work area must be adequate and without glare. (District will not pay for reconstruction of the co-worker's home to develop a home office.)
- ❑ Distracting noise should be kept to a minimum in your workspace.
- ❑ Your working space must be adequately designed to safely accommodate the equipment you must use (computer keyboard, etc.).
- ❑ Your equipment--computer, fax, printer, etc.--must be available for your exclusive use while telecommuting and must be compatible with the equipment you use in your office at work.
- ❑ Each Co-worker must plan with his or her supervisor regarding the use of District owned equipment in the co-worker's home. In no event may the use of such equipment impede the company's access to such equipment, nor change the company's ownership of such equipment.
- ❑ The Co-worker will be responsible for the costs of installation of necessary modem and communications software.
- ❑ Upon reasonable notice, District reserves the right to inspect co-worker workspace for possible work hazards and suggest modifications. Repeat inspections will occur on an as-needed basis.
- ❑ District will purchase supplies (paper, print cartridges, etc.) necessary for work performed at home. The co-worker must coordinate closely with his/her supervisor regarding the use of District supplies.
- ❑ Telecommuting is NOT designed to be a replacement for appropriate childcare. Telecommuters must arrange primary care for children under 12-years of age during at-home work hours.
- ❑ Injuries sustained by the Co-worker while at their homework location and in conjunction with their regular work duties must be reported by the Co-worker to District in accordance with the company's worker's compensation procedures. The co-worker is liable for any injuries sustained by visitors to their work site.
- ❑ District is not responsible for insuring your equipment in your home. If you are using your own equipment and it breaks while performing work for District, District is not liable.

# Telecommuter Safety Checklist

**The telecommuter is responsible for maintaining a clean, safe, secure, and ergonomically sound home/work environment as a condition for telecommuting. The telecommuter should review this checklist with his/her Supervisor and sign it prior to the start of telecommuting and monthly thereafter.**

## Work Site Conditions

- Telecommuter has a clearly defined workspace that is kept clean and orderly.
- The work area is adequately illuminated with lighting directly toward the side or behind the line of vision, not in front or above it.
- Exits are free of obstructions.
- Supplies and equipment (both departmental and co-worker-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, 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, police department) are posted at the alternate work site.
- A first aid kit is easily accessible and replenished as needed.
- A portable fire extinguisher must be 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 District ergonomic guidelines.