

WORKPLACE SAFETY TIPS FOR Teleworking



1 Keep a clear path

Keep your home work space neat, clean, and free of obstructions with a clear path to an exit in case of emergency.



2 Check your floor

Check your floors and walkways and clear away any trip hazards such as torn carpeting, broken tiles, or other potential causes of instability.



3 Protect your devices

Plug your electronic devices into a surge protector to ensure that valuable electronic equipment is safe from damage caused by any power surges.



4 Plug it in right

Surge protectors should be plugged directly into a wall outlet, and not an extension cord or another surge protector.



5 Check for damaged cords

Inspect all electrical cords for any signs of fray or damage. If you see any, be sure to replace them immediately as they can become a fire hazard.



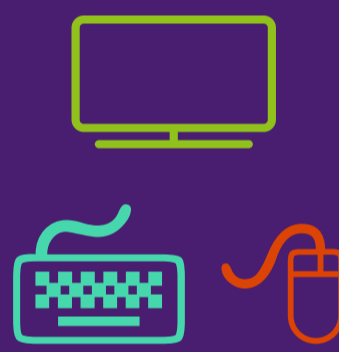
6 Organize your cables

All phone lines, cables, electrical cords, and other trip hazards should be organized and placed away from foot traffic.



7 Keep it ergonomically friendly

When setting up your home work station, make sure your mouse, keyboard, and monitor are positioned in an ergonomically-friendly way. Monitors should be positioned in a way that avoids neck strain. Office chairs should provide proper support and promote good posture.



8 Maintain proper posture

Your chair allows you to sit with the proper posture. This helps reduce back pain or other physical discomforts. Maintaining proper posture throughout the day will help alleviate any discomfort.



9 Lighting is important

Make certain that you have sufficient lighting for reading and working. Don't strain your eyes!



10 Check the furniture

Do a quick safety check of your furniture. Make sure it's stable and free of any defects that could compromise your safety.



11 Inspect electrical outlets

Look over your electrical outlets, and make sure the cover plates are in good condition. They should not be cracked, broken, or missing.



12 Smoke detectors and a fire extinguisher are a must

Your home should have a working smoke detector and fire extinguisher. It's even more important to have these when adding extra electronics to your home for telework purposes.



13 Plan for a safe exit in the case of an emergency

You should always have an exit plan for your home or telework space in the event of an emergency, such as a fire or natural disaster. Make sure exits are clear of debris, and identify multiple exit points.



Have questions about onsite or telework safety?

Contact your [Workplace Safety Contact](#) or [OSHR](#).



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