



# Alternate Work Location Safety Guidelines

## Introduction

When setting up a workspace at an alternate work location, safety should be a primary consideration. When you are working at your alternate work location, you are responsible for ensuring that the location selected complies with certain safety guidelines. Below are points of consideration that focus on workspace setup at your alternate work location. Once set up, your new workspace should be maintained free from hazards and in a safe condition at all times. ([Click here to review the ITS Support Addendum for more information on data security.](#))

## Checklist

Please use this checklist for guidance.

### Workspace Location

- Workspace is away from noise, distractions and is devoted to your work needs
- Workspace area accommodates all workstation, equipment and related materials

### Electrical

- Sufficient number of electrical outlets are accessible, and outlets are not overloaded
- Electrical outlets are covered and in working order
- Equipment is fitted with grounding adapters and/or surge protectors
- All grounding adapters and power strips/surge protectors are working properly
- Equipment is placed close to electrical outlets and electrical cords/wires are placed so that there are no tripping hazards

### Fire Safety

- There is a working smoke detector in the workspace
- There is a multipurpose fire extinguisher (ABC) readily available, and you are trained on safe operation
- There an evacuation plan in the event of a fire or other emergency

## Workspace Ergonomics Checklist

An improperly set up computer workspace can be a source of physical discomfort during prolonged use. These potential problems may be minimized by using the workspace ergonomic set up information found in the following link from EH&S: <https://uncw.edu/ehs/occupational.html>

*UNCW's Environmental Health and Safety (EH&S) Department is available to answer questions you may have and can provide additional information and safety tips as needed at 910-962-3057.*