Telecommuting

HOME WORKSPACE SAFETY – BEST PRACTICES

Maintaining a safe home workspace is each telecommuting employee's responsibility. This document is designed to help you understand best practices when it comes to the overall safety of your telecommuting workspace. After reviewing this list, you are encouraged to discuss any safety concerns with your supervisor.

General Workspace Safety Best Practices

A safe home workspace includes:

- A dedicated area that limits noise and distractions,
- Appropriate space that accommodates your workstation and keeps your equipment and related material accessible;
- A space clear of unnecessary clutter and trip hazards; and
- File cabinets or other furniture that are not top-heavy and are appropriately secured to prevent toppling.

Electrical and Fire Safety Best Practices

A safe home workspace includes:

- A working smoke detector;
- Walkways, doorways, and aisles that are unobstructed;
- Electrical cords and flammable materials (paper, carboard, etc.) that are kept away from electrical and heating elements;
- Computer equipment connected to a surge protector; and
- Office equipment that is turned off when not in use.

Workstation Best Practices

An optimal workstation promotes comfort and performance and allows you to:

- Have your feet flat on the floor;
- Have your back supported by a backrest;
- Ensure adequate leg room when sitting; and
- Have monitors at eye level and approximately an arms-length away.

For more information, consult these [ergonomic evaluation resources](#).