



# Remote Worker Safety

A remote work site is an extension of the company office and should be reasonably safe and secure in order to prevent employee injuries. The following resources and tips can help assess the overall safety of the remote work location.

## Workstation Ergonomics Resources

- Office Ergonomics [eLearning Course](#)
- Office Ergonomics [Video](#)

## General Safety

- Set aside a space specifically for work that has adequate air quality and as little noise and distraction as possible.
- Clear floor of slip and trip hazards.
- Arrange file cabinets and storage closets so drawers and doors do not open into walkways.
- Close file drawers after use and do not overload the top of file cabinets.
- Secure phone lines and electrical cords. Do not place cords under carpets/rugs or across walkways.
- Do not stand on chairs to reach overhead items.
- Use proper lifting/carrying techniques.
- Install a handrail on all stairs with four or more steps.

## Fire Safety

- Test smoke and carbon monoxide detectors.
- Keep a fire extinguisher readily available.
- Free workplace of clutter and flammable liquids.
- Maintain an evacuation plan and make sure escape routes are clear.
- Avoid using space heaters, hot plates or coffee pots in the office area as they can create fire and safety hazards.
- Don't cook or perform other tasks that involve fire risks while working.

## Electrical Safety

- Ensure the building's electrical system is adequate for the office equipment and all electrical equipment is free of recognized hazards that would cause physical harm.
- Do not overload electrical circuits. Avoid overuse of electrical cords and power strips.
- Connect computer to a surge protector.
- Turn off equipment when not in use.
- Keep equipment away from water sources.

## Privacy/Security

- Only use company-supplied computer equipment to complete work.
- Password protect and/or encrypt computers and portable devices.
- Shred confidential work documents.
- Secure confidential and proprietary information when leaving the remote work location for the day.
- When traveling, secure all company equipment in the trunk of the vehicle.
- Back up your hard drives on a regular basis.
- When traveling on business, bring only required company data.
- Be available by phone/email during the agreed upon work schedule.

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