

Remote Work Safety Checklist

Employees are required to use any College issued or approved equipment and software when performing work for the institution. The College may determine the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement.

Employees are not expected to and should not purchase any item to perform work unless expressly approved in writing.

An employee must be able to provide a secure and safe working environment in order to work remotely. If a change occurs necessitating additional items or expenses to maintain a compliant workspace, the employee shall immediately notify their manager to approve the additional items or expense or end the alternative work arrangement.

A manager must review the following safety checklist with the employee considering remote work. A completed checklist should be maintained in the individual's personnel file along with the signed alternative work arrangement agreement.

Tips for setting up your remote workspace with [ergonomics in mind](#).

- Workspace:** Employee is responsible for having a workspace where interruptions are controlled during work hours. Your work environment must be free from trip hazards, especially in hallways and other emergency egress paths;
- Location:** A worksite must be in an area with minimum noise and distraction, and avoid breaches of information security, which is usually separate from normal household activity areas. The work site should be free from distractions;
- Desk or table:** The height of a desk or table should be comfortable for writing and reading. Conventional desks are usually 29 inches high;
- Computing surface:** The recommended height for a computing surface is approximately 26 inches. A keyboard should be positioned so the arms and wrists can be kept straight. A computer screen should be positioned at arm's length from the face and slightly below eye level;
- Chair:** The seat height should be 15 to 21 inches. A chair should provide adequate back and neck support and be adjustable for maximum ergonomic comfort;
- Lighting:** Adequate lighting, preferably directed from the side or behind the line of vision, must be present;
- Electrical Safety:** The following guidelines should be followed for safety considerations:
 - Grounded outlets should be used whenever possible;

- ❑ The use of extension cords should be limited. Extension cords should be in good condition and of the same wire size as the cord being extended and should not limit grounding;
 - ❑ The number of devices connected to any outlet must be limited to the number of receptacles provided by the outlet; and
 - ❑ Employee should comply with all safety precautions included in instruction and use manuals for all devices and electrical supplies.
- ❑ Security: The following guidelines should be followed to protect the security of College information:
- ❑ Employee is expected to ensure the protection of proprietary or confidential college information accessible from their workspace consistent with the organization's expectations of information security for employees working at the office or as specifically applicable to remote workers. Steps include covering or otherwise securing sensitive material, regular password maintenance, and any other measures appropriate for the job and the environment. Employees who must utilize a printer in connection with their remote work may be required to shred confidential and proprietary information after it is printed. Manager and Employee should discuss whether printing and/or shredding will be necessary for the remote work;
 - ❑ Employee must not share devices with any person not employed by the College; and
 - ❑ Employee remains obligated to comply with all College security policies, practices, and instructions.