STAFF SAFETY
DURING REMOTE WORK
BEST PRACTICES

SET SEG

IMPLEMENT & ENFORCE REMOTE WORK POLICIES

- Ensure your remote work policy clearly defines any expectations or policies governing the terms and conditions of remote work activities and environments including, but not limited to:

  - Eligibility requirements

  - Safety expectations

  - Equipment use and maintenance requirements

  - Security expectations for technology and proper storage and disposal of sensitive documentation.

- Utilize a remote work agreement that requires employees to sign and acknowledge their responsibilities.

- Create and distribute a safety checklist or assessment for remote workspaces.

- Provide remote work safety training and resources including equipment and security.

- Require remote workers to utilize a dedicated workstation in their home.

ADDRESS SAFETY CONCERNS RELATED TO WORKING FROM HOME

- Ensure your remote staff is operating in working spaces that meet minimum criteria for safety and perform routine check-ins to ensure staff is adhering to safety procedures.

- Advise employees to eliminate potential tripping hazards and other common sources of accidents.

- Educate remote workers to arrange their workstations for optimal, ergonomic configurations to minimize injury or harm. An optimal setup includes:

  - An appropriate chair and desk

  - Placing the computer, keyboard and mouse in the correct positions

  - A telephone, possibly with a headset

  - Proper lighting to reduce eye strain

  - Adequate, accessible storage to eliminate tripping and lifting dangers

  - Eliminating possible electrical and fire hazards.