STAFF SAFETY DURING REMOTE WORK

BEST PRACTICES

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.