

"For safety's sake—do something."

Making safety a priority while telecommuting (working from home)

In light of current events, millions of people are now telecommuting. This presents unique challenges and safety concerns that affect us all. Whether you are newly working from home due to COVID-19 or seasoned telecommuters, you are ultimately responsible for your own safety. Below are some tips to help make your telecommute safe:

GENERAL SAFETY

- Workspace should be away from distractions and noise.
- Workspace should accommodate your working needs and equipment.
- Floors should be free from trip hazards.
- Consider using cord ties to help keep cords organized.
- Avoid distractions.
- Be sure that there is adequate lighting in the workspace.

FIRE SAFETY

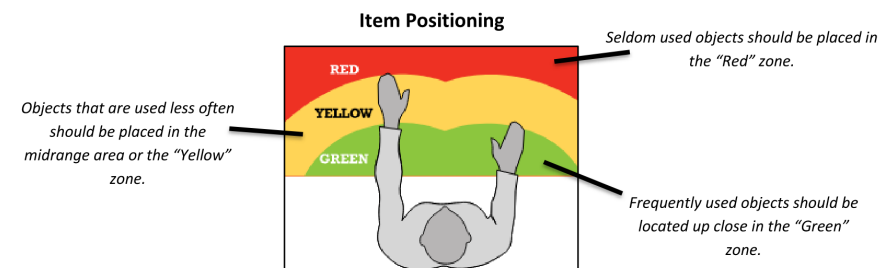
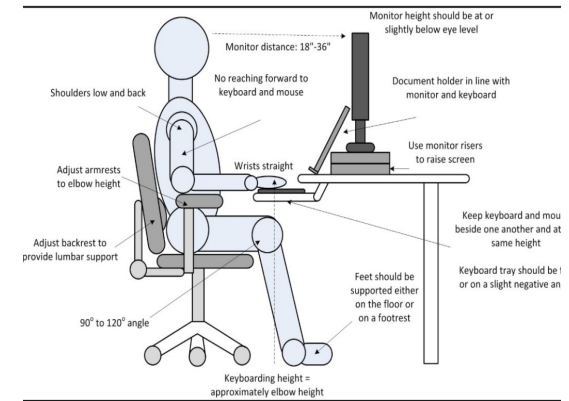
- Workspace should have a working smoke / carbon monoxide detector in the area.
- A fire extinguisher should be available in the home.
- Walkways should be unobstructed.
- Workspace is kept free of trash and clutter.
- All radiators and portable heaters should be located away from flammable items.
- Know what to do and where to go for all emergencies.

ELECTRICAL SAFETY

- Workspace should have sufficient electrical outlets.
- Computer equipment should be connected to a surge protector.
- All electrical plugs, cords, and outlets should be in good condition and not trip hazards.
- Extension cords and power strips are not daisy-chained (connected) together.
- Turn equipment off when not in use.
- Workspace should accommodate your working needs and equipment.

ERGONOMIC SAFETY

- Adjust your chair so your feet rest on the floor and your knees are level with your hips. If your chair doesn't offer proper lumbar support, put a cushion or pillow between the curve of your back and the back of your chair.
- Keep your screen an arm's length in front of you.
- Keep your wrist in a straight position – not bent up or down – when typing.
- Use a phone headset if you have one. This will prevent you from cradling the phone between your neck and shoulder.
- Be mindful of lighting. Avoid glare by keeping bright light sources to the side of your screen.
- If your feet don't touch the floor, use a footrest to prop them up.
- Keep everything you'll need for the day, including your phone and documents, close to your body to avoid unnecessary stretching.



Please visit the SSOE Ergonomic Hub [here](#) for more tips.