

Remote Workplace Safety Checklist

Help your team assess workspace risks and implement proper safety measures outside the office. Provide your employees with the below checklist to mitigate risk and prevent potential long-term injuries.

Ergonomics

- **Choose the right space.** An ideal workspace needs adequate lighting to avoid eye strain; an appropriate work surface, such as a desk or table; and is set apart from busy areas in the home.
- **Get up and move.** To reduce muscle soreness and pain, try to change your posture frequently. Don't sit or stand for extended periods of time.
- **Check your posture.** Your shoulders shouldn't curve inward or forward, and your head shouldn't bend so that your ears are at shoulder-level. Avoid slouching to prevent back and neck pain.
- **Keep an eye on your monitor.** Keep your monitor at eye level to avoid neck and eye strain. If using a laptop, use a wireless keyboard/mouse and prop the laptop up to make the top of the screen level with your eyes.
- **Choose the right chair.** When seated, your knees should not be higher than your hips. This will help avoid lower back pain and reduce the pressure on your spine while seated.



Slips, Trips, and Falls

- **Clear the floor of any obstacles.** This may include toys, boxes, books, or loose or dangling cords.
- **Repair any loose carpeting and secure lifted corners on rugs.** Frayed or torn carpeting and unsecured rugs can easily cause trips if the loose areas are caught underfoot while walking.
- **Watch your step.** If your workspace requires you to go up or down flights of stairs, be careful not to carry too many items in your hands while on the stairs. One hand should be free at all times to hold onto the railing.



Fire Safety

- **Inspect cords.** Make sure electrical and extension cords are not frayed, prongs are not bent or damaged, and your outlets are not overloaded with too much power. Any cord that feels hot or is giving off excessive amounts of heat should be unplugged.
- **Practice general fire safety.** To avoid potential fires, make sure the following are present in or near your workspace:
 - **A working smoke detector:** Check the batteries twice per year.

- **A functioning fire extinguisher:** Make sure you are inspecting your fire extinguisher regularly and follow proper fire extinguisher usage. Inspect the physical state of the extinguisher for any dents, slits in the hose, and be sure the locking pin is intact, and check the pressure gauge to make sure the needle is in the green zone.
- **Have an evacuation plan in the event of a fire:** Everyone in your household should be aware of the evacuation plan to ensure everyone's safety. This plan should identify an outside meeting location away from the property.

Stress and Mental Health

- **Ensure employees are not inadvertently overworking.** Employees should still be encouraged to take regular breaks, eat lunch and maintain standard business hours when possible.
- **Keep in regular contact with employees.** Set aside time for casual conversations as a replacement for what on-site employees would be engaging in at the office over a cup of coffee or walking around.
- **Ask employees to dedicate a workspace.** This allows them to focus on their tasks free of most distractions. This will help recreate the physical separation from work and home life.



By implementing proper ergonomics and following general safety guidelines to reduce common injuries, employees can reduce their risk of common injuries, maintain good mental health and prevent work fires while working in their remote environment. Providing employees with a remote safety plan gives them have the tools and information they need to make their home workspace safe and make them productive.

Source

[Remote Workplace Safety Checklist, EHS Today](#)

