

Telecommuting from home

Workstation safety guidelines



Brought to you by [Lockton Risk Control](#) — March 2020

It is important for employees to apply good ergonomic practices even when they are not in a traditional office environment. This checklist may help you minimize potential risk factors and maximize your personal comfort when setting up your home workstation.



Desk/workspace

- ☐ Position your workspace away from noise and distractions so you are able to focus on your tasks
- ☐ Keep your area neat and orderly which will reduce the potential for tripping hazards from cords and other items
- ☐ Using a desk for your workstation is ideal, if a desk is not available use a table with a height which allows for work without extreme bending or lifting of the arms and shoulders
 - The desk/table should be able to support the weight of computer equipment
 - Refrain from using lap desks or working from a kitchen countertop



Chair

- ☐ Use an adjustable chair with ergonomic features including pneumatic height adjustment, lumbar back support, height adjustable seat back with locking function, and an adjustable depth seat pan; If you don't have an ergonomic chair and must improvise, use a chair with a backrest; Put a small pillow behind you at waist height for lumbar support
 - Refrain from sitting on very soft couches as they do not support the body evenly during extended sitting
 - Refrain from sitting on the floor to work for long periods
- ☐ Remember to stand, stretch, and/or walk after sitting for an extended time



Additional equipment

- ☐ Utilize a keyboard and mouse, and if the desk height is too high, consider a height adjustable keyboard tray and wrist rest
- ☐ The computer screen should be about shoulder length away
 - You can use a small box, reams of paper, or books to raise the height of the monitor(s) or laptop and position monitors away from direct sunlight
- ☐ Optional office accessories: footrest, headset, and document holder



Lighting and security

- ☐ Use task lighting to highlight documents and desktop areas
 - Lamps with diffusers or shields may help to reduce glare and avoid facing windows without shades or curtains
- ☐ Check file cabinets and storage units so drawers and door do not open into walkways
- ☐ Pick a workspace with sufficient electrical outlets which are available, accessible, and in good condition
- ☐ Maintain a working smoke detector and ensure a fire extinguisher is available and accessible
- ☐ Follow the same precautions with deliveries and pickups as you would at the office; anyone making a delivery to your home office should be pre-arranged
 - Installing a doorbell camera can save you steps, and a “No Solicitors” sign at your front door can reduce the number of unwanted visitors.

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