



Solano Community College District

Remote Work Safety Checklist

The following checklist provides guidance and best practices on completing a safety / ergonomic evaluation when working remotely:

The Physical Activity Required

- Repetitive actions are not continued for long periods without appropriate breaks.
- Breaks involve stretching and changing of posture, and possibly alternating activity.
- Posture is comfortable and in accordance with District guidelines.
- Any lifting, pushing, or carrying type task is well within the physical requirements as identified in the class specification.
- Carts or other mechanisms are used for moving heavy and awkward items.

The Work Environment

- Level of illumination and location of lighting fixtures are suited to the activity. Note: lighting level should be sufficient for visual tasks to be completed without eye strain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.
- Worker has sufficient ventilation and thermal comfort, regardless of the season.
- Location, height and other physical characteristics of furniture and computer are suited to the task and take into consideration other factors i.e.: exit routes, direction of light source.
- Walkways are clear of clutter and trip hazards such as trailing electrical cords. The work area is segregated from other hazards in the home i.e.: hot cooking surfaces in the kitchen.

Emergency Exit

- Path to the exit is reasonably direct.
- Path to the exit is sufficiently wide and free of trip hazards and obstructions to allow unimpeded passage.

The Nature of the Hazard itself

- Security is sufficient to prevent unauthorized entry.
- When working in isolation at home, a "call-in" procedure has been established to periodically confirm with the Department that the home worker has not been injured.

Electrical

- Power outlets are not overloaded with double adapters and power boards.
- Earth leakage circuit protection is in place for work related equipment.
- Electrical equipment used for work is properly tagged and tested in accordance with District practice.

Other

- Telephone or other suitable devices are readily available to allow effective communication in emergency situations.
- Emergency contact numbers and details are known i.e., 911 for fire, ambulance or police, specific numbers for Solano Community College contacts.
- First Aid supplies are available
- Smoke detectors are installed in the work area and properly maintained to provide early warning of fire.
- A properly maintained fire extinguisher (UL approved) is on-hand and the home worker is trained how to use this equipment to extinguish minor fires.
- Work-related injuries incurred during agreed upon work hours are reported promptly to the supervisor, following District workers' compensation procedures.

Safety Equipment Checklist

- First-aid kit
- Fire extinguisher (UL approved)
- Smoke detector, properly serviced

Workstation Checklist Chair

- Seat height is adjusted so that arms and forearms are at right angles or slightly greater and forearms and hands form straight lines when resting on the keyboard.
- Feet are flat on the floor or on a footrest so that knees are bent at right angles and thighs are horizontal to floor.
- Seat back is adjusted to support the lumbar curve of the low back.
- Seat tilt is adjusted so hips and tops of thighs are at right angles or slightly greater.
- Armrests are out of the way while typing, but may provide support during other activities (i.e. phone use, meetings, etc.).

Keyboard and Mouse

- Keyboard-to-user distance allows user to relax shoulders with elbows hanging close to body.
- Keyboard position is flat.
- Mouse-to-user distance - mouse is directly next to the keyboard.
- Mouse is on the same level as the keyboard.

Monitor

- Monitor height is adjusted so top of screen is at or slightly lower than eye level (may need to be lower where bifocals are used)
- Viewing distance is approximately arm's distance away (13 to 30 inches).
- Monitor and keyboard are placed directly and symmetrically in front of user.
- Monitor is positioned to avoid glare (perpendicular to window or strong light source)