

# City of Richmond

## Administrative Manual

### Telework Safety Checklist

The following checklist is recommended for use by each teleworker in organizing an alternate work site. The participating employee should review this checklist with his/her supervisor prior to the start of telework, and they are encouraged to work together to ensure the safety of the alternate work site.

#### Work Site

- Teleworker has a clearly defined workspace that is kept clean and orderly.
- The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
- Exits are free of obstructions.
- Supplies and equipment (both departmental and employee-owned) are in good condition.
- The area is well ventilated and heated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have grounding conductors.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates.
- Surge protectors are used for computers, fax machines, and printers.
- Heavy items are securely placed on sturdy stands close to walls.
- Computer components are kept out of direct sunlight and away from heaters.

#### Preparedness

- Emergency phone numbers (hospital, fire department, police department) are posted at the alternate work site.
- A first aid kit is easily accessible and replenished as needed.
- Portable fire extinguishers are easily accessible and serviced as needed.
- An earthquake preparedness kit is easily accessible and maintained in readiness.

#### Ergonomics

- Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body.
- Employees should avoid or keep distracting sounds to a minimum by diffusing unavoidable noise by shutting a door or using a room divider.

#### Work-Related Injuries/Illnesses

- In the event of a life-threatening injury, call 911 immediately.**
- In case of a non-life-threatening work-related injury, call HR at 510-620-6602 for treatment options.
- Call your supervisor to notify him/her of the injury
- File a workers' compensation claim