

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