**Remote Workspace Safety Checklist**

Staff members are expected to maintain their home workspace in a safe manner, free from hazards. Staff members should review the remote workspace safety checklist at least annually and submit to their supervisor.

|  |  |  |
| --- | --- | --- |
| **Standard** | **Corrections Made** | **Initial** |
| Follow office workstation adjustment guidelines provided in “Guidance for Telecommuting from Home” on the OESO website: <https://www.safety.duke.edu/news-events/guidance-telecommuting-home> Review the Office Ergonomics for Telecommuters (ER100) course and complete the Rapid Office Strain Assessment (ROSA) as needed. |       |  |
| Work surface is secure and sturdy. Work surface does not have any broken parts, sharp edges, or protruding hazards. |       |  |
| Chair is secure and sturdy. Chair does not have any broken parts, sharp edges, or protruding hazards. All knobs and adjustments are tight. |       |  |
| Casters are sturdy and move freely. Casters are matched to the floor surface such that the chair does not move or catch suddenly or unexpectedly. |       |  |
| Chair height allows feet to rest flat on the floor. Add a footrest if necessary. |       |  |
| Chair provides appropriate back support. |       |  |
| Worksurface is located at approximately elbow height, when elbows are bent 90 degrees at the side. |       |  |
| Primary monitor is located at eye level. |       |  |
| The work area is free from tripping hazards. All cords and cables are secured neatly away from the footwell of the desk, the chair, and the walking area. |       |  |
| Power supply cords are not frayed and are plugged into a power strip with a circuit breaker or an uninterrupted power supply (UPS) box.  |       |  |
| Extension cords should be avoided if possible. If extension cords are necessary, they are not frayed and are adequately rated for the total electrical load. |       |  |
| Electronic devices, such as laptops, should be placed on a hard surface to ensure adequate cooling airflow beneath the device. Check and clean the cooling fan vents on all computers periodically. Laptops can overheat when used on soft surfaces or due to dust accumulation. |       |  |
| Laptops should be powered down or turned off when not in continuous use. Do not leave laptops connected to a charger indefinitely. Once charged, the laptop should be disconnected from the charger and the charger should be unplugged from the outlet. Laptops should not be stored in a carrying case while powered up (or while powering down). |       |  |

I have completed the Remote Workspace Safety Checklist and made any necessary corrections as noted above. **I certify that my remote workspace meets all the standards above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member’s Name Staff Member’s Signature Date Completed