



# SAFETY INSIGHTS

## Teleworking...Safely



As we cope with the COVID-19 pandemic, it's important to take a few extra measures and precautions. Teleworking, that is where more and more individuals are working remotely, is currently widely accepted to prevent further spread of the virus. If you're new or new-ish to telework, now is a great time to address the risks and provide some helpful tips that come with working remotely.

### Location & Workspace

- When setting up your new office space, an ideal location would be one near an electrical outlet and where your Wi-Fi signal is strong.
- Make sure you have a sturdy surface with enough space for all of your stuff: laptop, cell phone, coffee cup (*because yes, sometimes the struggle is real*), etc., and sufficient space for documents.

### Electrical concerns

- Inspect electrical equipment to make sure there is a ground prong. Replace damaged cords that have frayed insulation or cuts. Don't use loose outlets.
- Do not run power cords, internet cables or extension cords across the walkway to power your laptop. You don't want to create tripping hazards and you don't want to damage the cords.
- Space heaters need to be plugged directly into the outlet and need to have 36 inches of free space around the heater. Keep papers and other combustibles, like sofas, drapes, curtains and carpets clear of the heater. Let's not use a surge protector for appliances.

### Ergonomics (*In order to protect yourself from both pain and strain*)

- Try to position the top of the screen at eye level directly in front of you. Angle screen to eliminate glares from window sunlight or overhead lights.
- Remember to keep your elbows at a 90-degree angle close to your body. Hands and wrists in line with your forearms with a neutral position, slightly downward.
- Your feet should rest flat on the floor. Knees should not be above the hips or dangling off of a bar stool. We don't all have nice office chairs at home but try to find one that offers some lumbar support.
- If your chair has armrests, position them to allow your upper arms to rest comfortably at your side.

**NOTE:** *While it is so easy to stay in one place when teleworking, frequently change your positions to reduce static fatigue of your back, neck, shoulders and legs. Get up and stretch once in a while in order to reduce body stress.*



*Improper/Unsafe Telework Set-up*

*As we continue our new normal of daily Teleworking, please remember...*

- **BE SMART.** *Follow facts and data from trusted sources.*
- **BE PREPARED.** *Assess your own risk on a continuous basis.*
- **BE RESPECTFUL.** *Make sure not to panic and be respectful and good to each other during this time of uncertainty.*

