CLEMSON®
OCCUPATIONAL & ENVIRONMENTAL SAFETY

Safety Guidelines When Working From Home

When setting up a work from home workspace, safety should be a primary concern. This section provides the basic workspace information, including checklists to enable you to set up a safe off-campus workspace. Occupational and Environmental Safety (OES) is available to answer questions you may have and offer additional information as necessary.

At Home Workplace Safety Checklist

When you are working from home you are responsible to ensure that the off-campus workspace you have selected complies with certain safety guidelines. Please use this checklist for guidance.

Workspace Location
__ Workspace is away from noise, distractions, and is devoted to your work needs.
__ Workspace area accommodates all workstation, equipment, and related materials.

Electrical
NOTE: Caution: Do not overload outlets; make sure they can handle the load. If necessary, call your electrician to verify outlet electrical circuit capacity.
__ Sufficient electrical outlets are accessible.
__ All outlets are covered and in working order.
__ Equipment is fitted with grounding adapters, surge protectors and overload fuses.
__ All grounding adapters and power strips/surge protectors that are being used are Underwriters Laboratory approved.
__ Equipment is placed close to electrical outlets.
__ Electrical cords/wires are placed so that there are no tripping hazards.

Fire Safety
__ There is a working smoke detector in the workspace.
__ A home multipurpose fire extinguisher, which you know how to use, is readily available.
__ You have an evacuation plan so you know what to do in the event of a fire.

The Selected Workspace
__ The workspace you select must be capable of safely supporting and accommodating your electronic office and supporting equipment needs.
__ Natural or mechanical ventilation, temperature control, lighting, and properly selected workspace ergonomic parameters are necessary to maintain a comfortable working environment.
__ Once set up, your new workspace should be maintained free from hazards and in a safe condition at all times.

At Home Workspace Ergonomics Checklist
An improperly set up computer workspace can be a source of physical discomfort during prolonged use. Symptoms of eye fatigue and irritation, headaches, blurred vision, and pain or stiffness in the neck, shoulders, back, arms, wrists, and hands have been reported. These potential problems can be minimized or eliminated by using the workspace ergonomic set up safety checklist below.

__ Computer desk height is 26 inches above the floor. Keyboard is at the same height and chair is adjusted during use to ensure that your arms are at a 90-degree angle to the keyboard.
__ Desk is able to support weight of computer equipment and related support materials.
__ Space under desk is sufficient for lateral movement.
__ Laptop is used to accommodate height and comfort. Use of docking station, external keyboard and/or mouse should be considered if this is what you would use at work.

Component Desk
__ Desk work surface is 29 inches from floor.
__ Desk has adjustable keyboard support tray (adjustments of 25 to 27 inches from floor are standard).
__ Desk is able to support weight of computer equipment and related support materials.

Keyboard
__ Keyboard height is adjustable (25 to 27 inches above the floor).
__ User's wrists are straight, and a wrist pad is used.

Chair
__ Chair is fully adjustable, allowing change in height and angle of backrest to provide support to the inward curve of operator's back and waist.
__Note: If necessary use pillow, towel or cushion for lower back support to make your workplace comfortable similar to how you make your chair comfortable at work.
__ Chair is adjusted so that knees are at a 90-degree angle, feet are flat on floor or footrest, and elbows are at same height as keyboard.

Computer Screen
__ Screen is about an arm's length from the eyes and tilted back 10 to 20 degrees from the user's eyes.
__ Top of viewing screen is at or below the user's eye level.
__ Images on screen are sharp, easy to read, and there is no glare on the screen face.
__ Screen contrast and brightness are adjusted for best reading of typed characters on the screen.

Workspace Illumination
__ Lighting is not so bright that it causes glare on the screen.
__ Lighting is not so dim that it causes the user to strain when reading the screen or documents in use.
__ There are no reflections on the screen from windows or overhead lights.
__ Task lights are used for source documents and positioned to avoid glare on screen.

For more information on Ergonomics visit the OES Ergonomics website