

## Remote Worker Safety

Maintaining a safe workspace is the responsibility of each remote worker. The following resources and tips are designed to assess the overall safety of a home office.

### Ergonomics Resources

- Workstation [Setup](#)
- Assessment [Checklist](#)
- Safe Office [eLearning](#)

### General Safety

- Eliminate as much noise and distractions as possible
- Clear floor/carpet of tripping hazards
- Ensure file drawers are not top heavy
- Secure phone lines and electrical cords
- Set room to a comfortable temperature

### Fire Safety

- Test smoke and carbon monoxide detectors
- Keep a fire extinguisher readily available
- Free workplace of clutter and flammable liquids
- Maintain an evacuation plan

### Electrical Safety

- Ensure electrical system is adequate for office equipment
- Connect computer to a surge protector
- Confirm sufficient electrical outlets, plugs and cords are available and in good condition
- Turn off equipment when not in use

### Other Safety/Security Measures

- Password protect files and data
- Protect work materials and equipment from damage risks
- Destroy confidential materials with a shredder

The advice presented in this document is intended as general information for employers. For further information, please contact your CompWest loss control consultant.