WORKPLACE SAFETY TIPS FOR Teleworking

1. Keep a clear path

Keep your home work space neat, clean, and free of obstructions with a clear path to an exit in case of emergency.
Check your floor
Check your floor and clear it of any trip hazards such as torn carpeting, broken tiles, or other potential causes of instability.

Protect your devices
Plug your electronic devices into a surge protector to ensure that valuable electronic equipment is safe from damage caused by any power surges.

Plug it in right
Surge protectors should be plugged directly into a wall outlet, and not an extension cord or another surge protector.
5  Check for damaged cords
Inspect all electrical cords for any signs of fray or damage. If you see any, be sure to replace them immediately as they can become a fire hazard.

6  Organize your cables
All phone lines, cables, electrical cords, and other trip hazards should be organized and placed away from foot traffic.

7  Keep it ergonomically friendly
When setting up your home work station, make sure your mouse, keyboard, and monitor are positioned in an ergonomically-friendly way.
Maintain proper posture
Your chair allows you to sit with the proper posture. This helps reduce back pain or other physical discomforts.

Lighting is important
Make certain that you have sufficient lighting for reading and working. Don't strain your eyes!

Check the furniture
Do a quick safety check of your furniture. Make sure it's stable and free of any defects that could compromise your safety.
**11 Inspect electrical outlets**

Look over your electrical outlets, and make sure the cover plates are in good condition. They should not be cracked, broken, or missing.

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**12 Smoke detectors are a must**

Your home should have a working smoke detector, and it's even more important when adding extra electronics to your home for telework purposes.