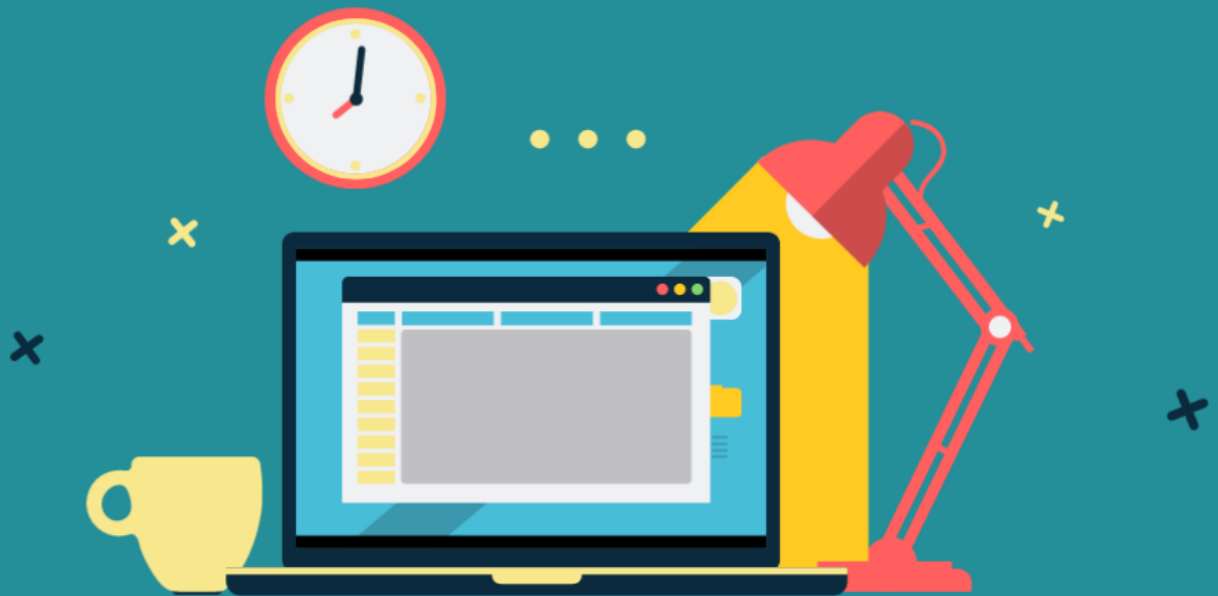


# WORKPLACE SAFETY TIPS FOR Teleworking



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

2

Check your floor and clear it of any trip hazards such as torn carpeting, broken tiles, or other potential causes of instability.

3

## 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.

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## 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.



## Organize your cables

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

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## 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

8

Your chair allows you to sit with the proper posture. This helps reduce back pain or other physical discomforts.

9

## Lighting is important

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



## Check the furniture

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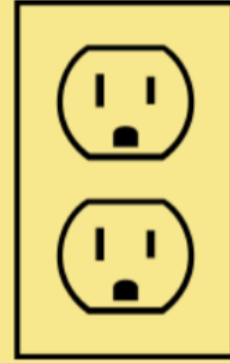


Do a quick safety check of your furniture. Make sure it's stable and free of any defects that could compromise your safety.

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.



## Smoke detectors are a must

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