Remote Workspace Safety Checklist

Employees who work remotely are responsible to maintain their remote workspace in a safe manner; free from recognized hazards and generally in adherence with on-campus safety guidelines. Employees are encouraged to review the remote workspace safety checklist at least annually.

- [ ] Follow office workstation guidelines provided by KSU Environmental Health and Safety (EHS) available at: www.k-state.edu/safety/occupational/ergonomic/ and review the OSHA Computer Workstation eTool.

- [ ] Workstation is dedicated for remote work and allows for neutral postures. Work surface is secure and sturdy. Work surface does not have broken parts, sharp edges, or protruding hazards.

- [ ] Chair is sturdy and in good condition. Chair adjustment components (as applicable) are functional. There are no broken parts, sharp edges, or protruding hazards. Chair area is free of obstructions and can move freely without hitting items that may fall or cause the chair to tilt. All knobs and adjustments are locked/tight.

- [ ] Chair casters (if present) are sturdy and move freely. Casters are matched to the floor surface such that the chair does not move or catch suddenly or unexpectedly.

- [ ] Chair height allows feet to rest flat on the floor. Add a footrest if necessary. Arm rests (if present) are adjusted to proper height.

- [ ] Chair provides appropriate back and lumbar support and does not cause press points (e.g., back of legs, arm rests).

- [ ] Work surface and keyboard are located at approximately elbow height, when elbows are bent 90 degrees. Computer mouse is located at the same level as the keyboard and positioned to avoid having to reach or twist excessively at the wrist.

- [ ] Primary monitor is located at, or slightly below eye level, approx. an arm's length away. Position monitor to avoid glare or excessive back lighting. If available, use blue light reduction settings on the monitor. Adjust screen resolution for maximum eye comfort. Camera (if present and frequently used) is positioned to avoid unnecessary twisting. Monitor, camera and documents are arranged to promote neutral neck and back positions (refer to OSHA eTool).

- [ ] The work area is free from tripping hazards. All cords and cables are secured neatly away from the footwell of the desk, the chair, and the walking paths.

- [ ] Computer power supply cords are not damaged and are plugged into a power strip with a surge protector or an uninterrupted power supply (UPS) box. Power strips must have a grounded plug/connection. Avoid overloading circuits. Do not use multi-plug adapters. Visit the KSU EHS fire safety pages for additional guidance.

- [ ] Extension cords should be avoided. If extension cords are unavoidable, they must be undamaged (never attempt to repair or splice), equipped with a grounded plug and rated for the total electrical load.

- [ ] Computers and laptops are password protected and automatically locked when not in continuous use.

- [ ] Electronic devices, such as laptops, should be placed on a hard surface to ensure adequate cooling airflow beneath the device. Check and clean the cooling fan vents on all computers periodically. Laptops can overheat when used on soft surfaces or due to dust accumulation.

- [ ] Laptops are powered down or turned off when not in continuous use. Do not leave laptops connected to a charger indefinitely. Once charged, the laptop should be disconnected from the charger and the charger should be unplugged from the outlet. Laptops should not be stored in a carrying case while powered up (or while powering down).