

Remote Work Safety Checklist

Environmental Health & Safety (EH&S) has created the below checklist to assist supervisors and employees in managing remote workplace safety. Work through each item and access the online resources for additional information.

Contact ehs@ucr.edu for additional assistance and safety consultation.

| | Program Element | Online Resources |
|-----------------------------------|---|---|
| Ergonomics | | |
| <input type="checkbox"/> | Choose the right space. An ideal workspace should have adequate lighting to avoid eye strain, an appropriate work surface, and comfortable seating. | UCR Ergonomics website: https://humanresources.ucr.edu/front/workplace-health-wellness/ergonomics Request a virtual remote workspace ergonomic assessment: https://humanresources.ucr.edu/form/ergonomic-evaluation-form#no-back UCR Ergonomics Working Remotely Guide: https://humanresources.ucr.edu/document/whw-ergonomics-working-remotely 3 stretches to loosen-Work-From-Home Body Stiffness: https://youtu.be/t2NUI7jM4tg |
| <input type="checkbox"/> | Environmental control. Your workspace should be somewhere with adequate ventilation and temperature control. Working in conditions that are too hot or cold can have serious health consequences. | |
| <input type="checkbox"/> | Keep an eye on your monitor. When setting up your computer screen, make sure the top of the monitor is at eye level. This will avoid neck and eye strain. If working on a laptop, use a wireless keyboard and mouse. Prop the laptop up on some books to make the top of the screen level with your eyes. | |
| <input type="checkbox"/> | Choose the right chair. When seated, your knees should not be higher than your hips. This will help avoid lower back pain and reduce the pressure on your spine while seated. Use a rolled towel or blanket for lumbar support. Consider getting an adjustable chair. | |
| <input type="checkbox"/> | Check your posture. Your shoulders shouldn't curve inward or forward, and your head shouldn't bend so that your ears are at shoulder-level. To keep yourself from slouching, pretend there is a string attached to the top of your head, pulling you upright. This will help to avoid back and neck pain. Consider getting an adjustable height desk so you can alternate between sitting and standing . | |
| <input type="checkbox"/> | Check your lighting. Your work area should supply sufficient light for reading. Consider having light from multiple sources to provide even lighting across the worksurface. Avoid harsh overly bright lights. Position monitors facing away from or at 90 degrees to windows when possible. Window lighting can be controlled using light colored shades to diffuse harsh sunlight. | |
| <input type="checkbox"/> | Get up and move. To reduce muscle soreness and pain, try to change your posture frequently. Don't sit or stand for extended periods of time. | |
| Stress & Mental Health | | |
| <input type="checkbox"/> | Avoid overworking. You are encouraged to take regular breaks, eat lunch, and maintain standard business hours when possible. Use your Outlook calendar to remind you to take breaks, alert others to your regular schedule, and avoid scheduling meetings during meal times. | Equipment free workouts: https://humanresources.ucr.edu/document/stay-well-tip-resources-equipment-free-workouts Workplace Mental Health Guide: https://www.workplacementalhealth.org/getmedia/30f40826-46f8-4f37-8f1a-2e57369a29ce/Working-Remotely-During-COVID-19-CWMH-Guide UCR ITS Keep Working Resources: https://keepworking.ucr.edu/ |
| <input type="checkbox"/> | Keep in regular contact with your co-workers. Set aside time for casual phone calls or online video conversations as a replacement for interactions you would be engaging in at the office, over a cup of coffee, at lunch, or walking around. | |
| <input type="checkbox"/> | Dedicate a workspace. This allows you to concentrate on your tasks free of most distractions. It can help to have a physical separation from work and home life. Post notes to remind family that you are working so they know to let you focus. | |
| <input type="checkbox"/> | Stay hydrated and exercise. It is important to stay physically healthy. Talking walks during breaks can help reduce stress. Keep water with you during the work day to avoid dehydration | |
| <input type="checkbox"/> | Get plenty of rest. Make sure to get enough sleep each night. | |
| <input type="checkbox"/> | Make sure you have reliable internet service and access to needed applications. Setup a test call with a co-worker for video conferencing before a meeting. | |
| <input type="checkbox"/> | | |

Slip, Trip, & Fall Prevention

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| <input type="checkbox"/> | Clear the floor of any obstacles. This may include toys, boxes, books, or loose or dangling cords. | Fall hazard prevention- A Safe Home Hazard Identification Tool: https://fallsassistant.org.uk/falls-assessment/a-safe-home/ |
| <input type="checkbox"/> | Repair any loose carpeting and secure lifted corners on rugs. Frayed or torn carpeting and unsecured rugs can easily cause trips if the loose areas are caught underfoot while walking. Be sure to repair any worn patches to avoid tripping. | |
| <input type="checkbox"/> | Watch your step. Stairs are another place where slips, trips and falls can occur. If your workspace requires you to go up or down flights of stairs, be careful not to carry too many items in your hands while on the stairs. One hand should be free at all times to hold onto the railing. | |
| <input type="checkbox"/> | Go wireless. To avoid cables across the floor consider using wireless printers and wireless internet when possible. | |

Electrical Safety

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| <input type="checkbox"/> | Inspect cords. Electrical cords should be in good condition. Make sure they are not frayed, prongs are not bent or damaged and your outlets are not overloaded with too much power. Any cord that feels hot or is giving off excessive amounts of heat should be unplugged. | Electrical cord Inspection: https://ehs.ucr.edu/sites/g/files/rwcwecm2851/files/2019-06/Electrical%20Cord%20Safety%20Checklist_2017.PDF Power Strip Safety: https://ehs.ucr.edu/sites/g/files/rwcwecm1061/files/2021-06/Power%20Strip%20Safety.pdf |
| <input type="checkbox"/> | Avoid using extension cords wherever possible. Extension cords should be avoided when possible. Never plug a power strip into an extension cord. | |
| <input type="checkbox"/> | Do not overload plugs and circuits. Your home workspace should be equipped with adequate electrical to support the office equipment you need. If possible, plug equipment directly into the wall. | |
| <input type="checkbox"/> | Power down. When not in use, power down excess equipment. Turn off monitors and sleep or shut down computers during off hours. | |

Fire Safety

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| <input type="checkbox"/> | Smoke detectors: Check the batteries at least twice per year to see if they need replacing. Consider adding an additional detector near your office if there is not one. | Fire Prevention Training: https://fire.ucr.edu/fire-prevention-training Home Emergency Preparedness: https://www.ready.gov/plan UCR Emergency Information: https://emergency.ucr.edu/ |
| <input type="checkbox"/> | Fire extinguishers: It is a good idea to have a home fire extinguisher. Fire extinguishers should be stored in a place that is easily accessible. Make sure you are inspecting your fire extinguisher regularly. Keep your fire extinguisher training up-to-date. | |
| <input type="checkbox"/> | Have an evacuation plan in the event of a fire: You and everyone in your household should be aware of the evacuation plan to ensure everyone's safety. This plan should include identifying an outside location away from the property where you will meet. | |

Emergency Management

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| <input type="checkbox"/> | Familiarize yourself with campus Emergency Contact information. Keep phone numbers handy for you and family members should someone need to contact your supervisor on your behalf. <ul style="list-style-type: none"> • 9-1-1 Emergency assistance • Supervisor contact and phone number • UCPD (951) 827-5222 • EH&S (951) 827 – 5528 | |
| <input type="checkbox"/> | Know how to Report an Incident/Injury/Hazard/Safety Concern. Use the reporting form on the EH&S website to report. If reporting an employee injury, this form will direct you to the worker's compensation reporting tool (EFR). | EH&S Reporting Form: https://ucriverside.az1.qualtrics.com/jfe/form/SV_1YBlstrVO7GmNsV Worker's Compensation website: https://risk.ucr.edu/workerscomp |