

The University of North Carolina at Asheville

TELEWORKER SAFETY CHECKLIST

The checklist below is required to be completed and submitted with any application for teleworking. As a teleworking employee, you are responsible for ensuring that the designated workspace you are proposing is adequately equipped and complies with these guidelines.

Location/General Safety

- Workspace is away from noise and distractions and is in a clean and orderly condition to reduce the risk of fire and slips, trips and falls.
- Workspace accommodates workstation, equipment and related materials.
- Sufficient electrical outlets are accessible
- All outlets are covered, in working order and are not overloaded.
- Equipment is fitted with grounded adapters, surge protectors and overload fuses
- Surge protectors are used to protect equipment; all grounding adapters and power strips/surge protectors that are being used are Underwriters Laboratories® approved
- Electrical and other cords/cables are placed so that there are no tripping hazards
- Combustibles (paper, boxes, etc.) are kept away from heating sources, sparks or flame.
- There is a working smoke detector in the workplace
- A home multi-purpose fire extinguisher, which you know how to use, is readily available
- You have an evacuation plan so you know what to do in the event of a fire

Workstation

- Desk surface should be at a height that allows the employee to write without extreme bending over or lifting of the arms and shoulders
- Desk is able to support weight of computer equipment and related support materials
- Lighting does not cause glare on the computer screen or papers, or cause user to strain while viewing screen or papers

Chair is adjustable, allowing change in height and angle of backrest to provide support to the inward curve of the operator's back and waist (Note: may use a pillow, rolled towel or cushion for lower back support)

Chair is adjusted so that knees are at a 90° angle, feet are flat on floor or footrest, and elbows are at the same height as keyboard

Keyboard height should allow the employee to type and use the mouse with arms at 90° or greater angle without lifting shoulders and allow for straight wrists (wrist rests for keyboard and mouse are recommended)

Computer screen is about an arm's length from the eyes and tilted back 0-20°

Top of viewing screen is at or below eye level

Images on screen are sharp, easy to read and there is no glare on the screen

Screen contrast and brightness are adjusted for the best reading of typed characters

Document and Data Security

University documents and/or data that may be sensitive in nature or confidential must be kept secure and remain confidential

You may not share your university password(s) with anyone, including family members

You will adhere to the IT policies for using university IT equipment and connecting to UNC Asheville resources for work purposes, including the following policies:

- [Faculty/Staff Computing and Network Usage Policy](#)
- [Network Security](#)
- [VPN Access and Procedures \(if applicable\)](#)

I have completed the safety checklist to the best of my ability and have made all necessary corrections. I understand and accept primary responsibility for my own safety within my home. I agree to abide by all safety rules within my home office as if it were a UNC Asheville facility. I will make my home available to UNC Asheville for inspection as necessary to conduct accident or other investigations. I will report all injuries to my supervisor immediately to ensure coverage by the UNC Asheville Workers' Compensation program for any injuries occurring in the course of my work. I have completed the Teleworker Safety Checklist and attached it to my Teleworker Assignment Agreement.

Employee Name (Print)

Employee Signature

Date