

Remote Workspace and Safety Acknowledgment

Maintaining a safe workspace is your responsibility. You must understand and agree to this acknowledgment before a remote work arrangement may begin. To work remotely, employees must designate a specified work area that is suitable for performing official business, maintained in a safe condition, and free from hazards. Remote work employees must understand that their remote workspace meets the safety recommendations outlined below.

Workspace Safety:

1. Employee has a separate, clearly defined workspace that is kept clean and orderly and is not used for other purposes.
2. The work area is adequately illuminated.
3. Exits from the work area are clear and free of obstruction.
4. All teleworking supplies and equipment are in good condition.
5. The work area is well ventilated.
6. Storage is organized to minimize risks of fire and spontaneous combustion.
7. All extension cords are tucked under furniture or along baseboards so they do not present a tripping hazard.
8. Exposed or frayed wiring and cords will be repaired or replaced by employee immediately upon detection.
9. Electrical enclosures (switches, outlets) have tight fitting covers or plates.
10. Outlets are not overloaded and surge protectors are used.
11. Heavy items are securely stored in or on sturdy stands that are placed close to walls; filing cabinets are filled from bottom to top and/or balanced to prevent
12. Computer components are kept out of direct sunlight and away from heaters.
13. The work location has a smoke alarm nearby that is in working order.
14. Floors are clean, dry, level, and free of protrusions, loose tile, or worn or frayed seams; carpets are well-secured to the floor; floors are free of trip, slip or fall hazards.

Emergency Preparedness

15. Emergency phone numbers (nearest hospital, fire department, police department) are easily accessible at the remote work location.
16. A first aid kit is easily accessible and periodically inspected and will be replenished by employee as needed.

17. The fuse box is clearly accessible and evacuation plans are established.

Ergonomics

- 18. I understand that, my desk, chair, PC, and other equipment should be of appropriate design and arranged so that:
- 19. Neck and shoulders are not stooped to view the task.
- 20. There is no contact stress on any part of the body (wrists, forearms, back of legs).
- 21. There is no glare on the terminal screen.
- 22. Work can be performed without controllable risk factors for eyestrain.
- 23. There is no strain on any part of the body and all ergonomic risk factors have been identified, eliminated and/or controlled.

Security of Information and Clerk Property

- 24. All confidential, private, personal, or privileged information is kept safe and secure to the greatest extent possible.
- 25. All Clerk equipment, software, and supplies are kept safe and secure from unauthorized use, theft, loss, and damage.
- 26. All employee-owned computer equipment that contains Clerk information is protected at all times by passwords or other access control methods.
- 27. Virus protection or prevention techniques are adequately used to ensure that viruses are not transmitted to Clerk equipment, network, or system.
- 28. No printer will be provided and printing is not allowed at my designated alternate worksite.

Employee Acknowledgement

I certify that I have read the safety recommendations above and that my remote workspace is a safe location to work remotely. I attest that if any condition becomes unsafe at my alternate work location, I will rectify the issue(s) as soon as possible.

EMPLOYEE ACKNOWLEDGMENT IS COMPLETED ELECTRONICALLY THROUGH HR CLASSROOM.