

## TELECOMMUTER CHECKLIST 4-2018

This form lists areas and items the employee and supervisor/manager should inspect before telecommuting begins to ensure the designated off-site workspace is safe, ergonomically suitable, and free from hazards.

Name of Telecommuter: \_\_\_\_\_ Dept.: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

The following checklist is designed to assess the overall safety of the alternative work location. Each participant should read and complete the self-certification safety checklist. Upon completion, the checklist should be signed and dated by the participating employee and returned to the supervisor. The alternative work location address is:

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*PLEASE PROVIDE PHOTOS FOR EACH AREA OF INQUIRY AND GENERAL VICINITY*

### **A. General Safety**

1. Is the workstation arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
2. Are heating, ventilation and air conditioning systems adequate for assigned tasks and in good repair?
3. To the extent it can be determined, is the work area free of indoor air quality problems?
3. Is the lighting adequate for assigned tasks?
4. Are wheels on rolling files or other mobile equipment free from binding when rolled?
5. Can they also be locked to prevent rolling?
7. Are cords, cables or other items arranged to prevent a tripping hazard?
8. Are all stairs with 4 or more steps equipped with handrails?
9. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?
10. Are floor surfaces clean, dry, level, and carpets are well secured to the floor and free of worn or frayed seams?

### **B. Fire Safety & Emergency Preparedness**

1. Are fire exits clearly defined and unobstructed?
2. Is there a charged and readily accessible dry chemical fire extinguisher that you know how to use?
3. Is there a working smoke/Carbon Monoxide detectors covering the designated workspace?
4. Is the workspace kept clean from trash or other combustible materials?
5. Do you have an evacuation plan so you know what to do in case of emergency?
6. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
7. Emergency phone numbers (hospital, fire department, police department) are posted nearby?
8. A First Aid Kit is easily accessible and replenished as needed?

### **C. Electrical Safety**

1. Are all electrical plugs, cords, panels and receptacles in good condition and free of exposed conductors or broken insulation?
2. Are circuit breakers or fuse panels properly labeled and accessible?
3. Are three-wire grounded outlets or circuit breaker power strips used? *Note: Older homes with two-wire grounded outlets that require plug adapters will not afford adequate protection for personal computers.*
4. Is there sufficient ventilation for electrical components?
5. Are there sufficient electrical outlets that are accessible?

6. Are all outlets covered and in working order (Caution: Do not overload outlets; make sure they can handle the load; If necessary, call your electrician to verify outlet electrical circuit capacity)?
7. Are equipment is fitted with grounding adapters, surge protectors, and overload fuses?
8. Are all grounding adapters and power strips/surge protectors that are being used are Underwriters Laboratory approved?
9. Are equipment placed close to electrical outlets?
10. Are electrical cords/wires are placed so that there are no tripping hazards?
11. Are all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires, no running through walls, exposed wires to the ceiling)?

#### **D. Computer Work Station**

1. Is the desk surface at a height that allows you to write without extreme bending over or lifting of the arms and shoulders?
2. Is the desk able to support weight of computer equipment and related support materials Keyboard?
3. Does the keyboard height allow you to type and mouse with arms at 90 degree or greater angle without lifting shoulders and allow for straight wrists? (Wrist rest for keyboard and mouse is recommended.)
4. Is the screen about an arm's length from the eyes and tilted back 0 - 20 degrees from your eyes?
5. Is the top of viewing screen at or below the user's eye level?
6. Are Images on screen sharp, easy to read, and there is no glare on the screen face?
7. Are Screen contrast and brightness adjusted for the best reading of typed characters on screen?
8. Is lighting not so bright that it causes glare on the screen?
9. Is lighting is not so dim that it causes you to strain when viewing screen?
10. Is the Screen located away from the window and/or is perpendicular to window and its plane?
11. Are there no reflections on the screen from windows or overhead lights?
12. Is there no light shining directly into your eyes?
13. Are lights used for tasks on source documents positioned to avoid glare on the screen?
14. Is the chair fully adjustable, allowing change in height and angle of backrest to provide support to the inward curve of your back and waist (Note: If necessary, use a pillow, rolled towel, or cushion for lower back support)?
15. Do you know how to adjust your chair and other adjustable equipment?
16. Is the chair adjusted so that knees are at a 90-degree angle, feet are flat on floor or footrest, and elbows are at the same height as keyboard?
17. Is your chair comfortable and at the proper height to ensure your forearms are close to parallel?
18. Is your back adequately supported by a backrest?
19. Are your feet on the floor or fully supported by a footrest?
20. Are you satisfied with the placement of your monitor and keyboard?
21. Is it easy to read the text on your monitor?
22. Do you have enough leg room at your desk?
23. Is there space to rest your arms while not typing?
24. Are your wrists fairly straight when typing? Y / N
25. Do you know how to lift heavy objects, to practice good body mechanics? Y / N
26. Do you always power down computers after the work day is over and turn off all electrical equipment during thunderstorms? Y / N

#### **E Asbestos**

21. Is the workspace free of asbestos-containing materials? Y / N
22. If asbestos-containing material is present, is it undamaged and in good condition? Y / N

#### **F. Security**

24. The location is secure. Electronics, equipment, sensitive documents on premise are properly guarded with adequate security? Y / N

25. Sensitive documents and equipment which are transported in vehicles are never left unattended in vehicles but always in employees' possession? Y / N

**G. Data Security**

1. Do you follow the policy Remote Access to IT Resources, prior to accessing IT Resources, remote users must follow the Remote Access Standards, End User Security Guidelines and any additional guidelines issued by their departmental IT units and/or the owners of the IT Resource(s) to be remotely accessed?
2. Do all Remote Users whether working from a private (home) or public (coffee shops, restaurants, hotels, etc.) location must use company VPN services?
3. Is access to company IT Resources controlled via career account ID and password or two-factor authentication?
4. At no time will you provide your password to anyone, including family members?
5. Do you never provide your password to an IT employee?
6. Does your system and any other hosts that are connected to the company network use up-to-date anti-virus software, keep virus definitions up to date, and run regular scans?
7. Do you ensure that systems used to connect to the company's network have the most recent, vendor supported operating system and application patches applied?
8. Do you abide by Data Handling Guidelines for protecting and controlling sensitive or restricted information in hardcopy and/or electronic format?
9. Do your Mobile computing devices and external storage devices employ encryption?
10. Do you store company information on a company network share that is backed up?

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REMOTE WORKER INSPECTION GUIDELINES - 4/18

The following information can be applied to any alternative work arrangement. It is provided to assist you in designing, establishing, adjusting, and/or inspecting your workstation at the alternate work site. An adequate workstation and area should be safe and comfortable and should facilitate your job performance.

The following guide will familiarize you with many of the desirable aspects as well as hazards in an office work environment. If you suspect that something is hazardous, but are not sure, you can contact your Manager for assistance. It is recommended that you maintain this Guide as a reference.

### **WORKING OR WALKING SURFACES**

Surfaces should be level and free of tripping, bumping, or slipping hazards. Watch out for: torn carpet; electrical or telephone cords in walkways; partition support brackets, waste baskets, portable heaters, fans, boxes or other items in walkway, protruding file cabinets, etc.; file cabinet drawers and/or bookcase doors that open into an aisle; mis-aligned furniture; temporary or permanent storage that narrows or obstructs aisles; doors that open into aisles or narrow halls, etc. Ensure outdoor walkways are maintained during weather so as not to create slip/trip/fall hazards outside, and inside the work area due to snow/rain/mud, etc.

### **ELECTRICAL SAFETY**

There are numerous safety considerations involved in the use of electrically powered equipment and appliances. These center around three hazards-shock, burns, and fire. Do not overload circuits or

**Grounding:** Generally, most homes are provided with three-wire grounded electrical outlets. You should look for cracked or broken outlets, missing covers which expose the wiring or signs of arcing or burns around the outlet.

As a general rule, if an appliance comes from the manufacturer with a three prong plug, the ground pin should not be broken off. Nor should the device be used ungrounded via a two-prong adapter or extension cord. Large appliances, such as refrigerators, computers, printers/copiers, as well as heating devices such as coffee pots and hot plates should be grounded. If you have any doubt about a particular device, contact your Manager.

**Electrical Cords:** Appliance and equipment cords should be checked on a regular basis for proper connection to the device, frayed or damaged insulation, defective plug, and exposed wires. The use of extension cords in the workplace should be limited and closely controlled. Extension cords are to be used only on a "temporary basis." If the condition where they are used calls for "long term use," then electrical outlets should be moved or added, or other corrective action taken.

Try rearranging the furniture or adding additional electrical outlets before using extension cords. When they are used, they should be of the same or larger wire size as the cord being extended and have a compatible connector plug. If an adapter is needed to connect the device to an extension cord, the wrong extension cord is being used.

**Caution:** Extension cords must never be draped over furniture, partitions, equipment, or extended across aisles, walkways, doors, walls, or ceiling, or located under carpeting.

**Electrical Outlets:** A major cause of fire is overloaded electrical circuits. This usually occurs through the use of multiple outlet adapters or extension cords with a multiple outlet connector. Limit the number of devices connected to any outlet to the number of receptacles provided by the outlet. If additional outlets are needed, they should be properly installed by a qualified electrician.

## **FIRE PROTECTION**

Are there fire extinguishers; alarm systems; fire hoses and stand pipe systems; smoke detectors; sprinkler systems; and heat detectors. Where they exist, all must be maintained in proper working order at all times to ensure safety.

## **STORAGE**

Do not store any items on top of tall furniture or cabinets. A good practice is to limit storage height to maintain a minimum of 18 inches clearance from the ceiling, light fixtures, and other electrical equipment.

## **HEATERS**

Care should be exercised when using portable heaters. Be sure that the heating element is guarded against accidental contact, positioned away from furniture or other combustibles, and that a tip-over switch cuts off electrical power to the heating element if the heater is knocked over. This feature could prevent the heater from starting a fire. Kerosene heaters should not be used in the home.

## **COFFEE POTS OR SIMILAR ITEMS**

Coffee pots and similar items should be placed out of normal walk areas and on a noncombustible surface. Never place such a device in a storeroom, closet, or other location where it cannot be observed, because it might smolder, start a fire, and spread before being detected. Should an electrical short-circuit occur, quick action (turning power off) is necessary to prevent fire. Be sure that all of these types of electrical equipment are turned off at the end of the day. Use of immersion-type water heaters, for coffee or tea cups, should be avoided.

## **RADIATORS**

Some older homes use radiators for heat instead of the more modern forced air systems. If your home work area has radiators, be sure not to place combustibles or flammable articles on or near them. Also check to assure that electrical power cords are not allowed to "drape" across them.

## **WORKSTATIONS**

In the office environment, the work station consists primarily of a work surface of some type, a chair, video display terminals (VDT's) and other related items. Individual body size must be considered and will influence the design of the chair, the height of the work surface and access to various elements of the work station, including the video display section. A height-adjustable work surface is an advantage. In general, a good VDT work surface will provide as many adjustable features as possible.

The following are some tips on the use and design of typical workstations:

- Sit up straight, keeping your neck as nearly vertical as comfortable. Improper neck, arm, and wrist positioning are typical causes for strains, other injuries, and discomfort.
- Position computer screen at an arm's length from your face and slightly below eye level.
- Use pads or other devices to comfortably support your wrists when using a keyboard. Keep your arms and wrists straight.
- Avoid extreme angles, keep to neutral angles for ankles, knees, elbows, wrists, fingers, neck, head.
- Take regular breaks to change positions, stand up, look away from the monitor, blink, stretch.

## **VIDEO DISPLAY TERMINALS (MONITORS)**

"Video display terminals," commonly referred to VDTs or monitors, display information on a Visual impairment can result from improper lighting, glare from the screen, positioning of the screen, or copy material that is difficult to read. VDT operators can reduce eyestrain by temporarily looking away from the VDT, doing eye exercises, switching to other work, or adjusting the brightness of the VDT screen.

VDT operators are subject to the risk of developing various musculoskeletal and nerve disorders, such as cumulative or repetitive motion disorders. Carpal Tunnel Syndrome (CTS), a cumulative trauma disorder, is caused by repetitive wrist-hand movement and exertion. When irritated, the tendons and their sheaths housed inside the carpal tunnel swell and press against the nearby median nerve. The pressure causes tingling, numbness, or severe pain in the wrist and hand. CTS can be reduced by stopping or limiting VDT activity, by maintaining proper posture, or, as a last resort, surgery. Report any suspected symptoms immediately to your manager. Early medical reporting is key to early intervention and prevention of serious injuries.

### **THE DESK**

The height of the work surface should be comfortable for typical uses (computer work, writing, or reading). Conventional desk surfaces are usually about 29 inches high. The height recommended for a computing surface is approximately 26 inches.

### **THE CHAIR**

The chair is probably the most important piece of furniture in your work station. The seat should be adjustable and the height (measured from the floor) of the top surface of the seat should be 15 to 21 inches. The backrest should be adjustable (height and angle) and should provide support for the telecommuter's lower back. Arm rests should be substantial enough to provide support, but not so large as to be in the way. Your legs should be parallel to the chair. It should have 5 runs and casters in good condition.

### **LIGHTING**

The lighting in your workstation can affect comfort, visibility, and performance. Whether you're using natural daylight or artificial lighting, it should be directed toward the side or behind your line of vision, not in front or above it. Bright light sources can bounce off working surfaces and diminish your sense of contrast. Northern daylight is the best light for your workstation and for operating a computer.

### **SECURITY**

Do not allow non-company or non-authorized employees to operate or repair company-owned equipment. Ensure equipment and sensitive documents are properly stowed, locked or otherwise guarded on site, and also in your vehicle during transportation. Always keep company files and information in a secure place and do not advertise your home office to strangers.

### **INCIDENT REPORTING**

Always report ALL incidents, accidents and injuries, suspicious emails, suspected hacking, etc. immediately to your supervisor. I have read and will comply with the office safety guidelines

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# SAMPLE FLEX/REMOTE/TELECOMMUTING WORK AGREEMENT 4-2018

## Eligibility – Telecommuting is available to regular employees who:

- Have successfully completed their probationary period (unless telecommuting is a condition for accepting employment)
- Have a record of satisfactory job performance
- Have work responsibilities that can be performed at home without adversely affecting quality, productivity, and the needs of the employer, and
- Have ongoing access to telephone and internet at home.

**Part I:** Name of Employee: \_\_\_\_\_ Name of Manager: \_\_\_\_\_

Remote Office Location Address: \_\_\_\_\_

Employee Information: Fax # (if applicable): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Work Hours: Total work hours per week: \_\_\_\_\_ Schedule:

Days: Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday

Hours: \_\_\_to\_\_\_ / \_\_\_to\_\_\_ / \_\_\_to\_\_\_ / \_\_\_to\_\_\_ / \_\_\_to\_\_\_ / \_\_\_to\_\_\_ / \_\_\_to\_\_\_ /

Description of workspace at remote location and assets to be used at remote work location (if any) (including hardware, software, etc.) *Please clearly define these:*

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**Part II Work Hours:** It is the employee’s responsibility to give accurate and up-to-date information to the supervisor regarding work location and hours. The employee will maintain, for the purposes of Worker’s Compensation liability, the hours of work stated in this Agreement. Timely and accurate completion and submission of time statements is the responsibility of the employee. Departmental requirements take precedence over the schedule and telecommuting arrangements specified in this Agreement if there is a scheduling conflict. Management will provide the employee with advance notice, if at all possible, when flextime schedules or telecommuting must be curtailed. Vacation time, sick leave, and all other exception time must be authorized by the manager according to \_\_\_\_\_ policy.

**Technical Support:** Technical, supervisory, or other support cannot be assured beyond 7:30 a.m. to 4:30 p.m., when most regular working hours are scheduled.

**Insurance:** A designated work space shall be maintained by the telecommuter at the alternate work location. Worker’s compensation liability will be limited to work-related injuries at this work space as opposed to applying to all areas of the home. Telecommuter Supervisors may have to participate in periodic health and safety inspections of their work site to make sure it meets standards. Telecommuters must review and sign the attached “Telecommuting Safety Checklist” prior to telecommuting.

**Training and Meetings:** Certain meetings are mandatory and will require the telecommuter to come to the office. Reasonable notice of upcoming meetings will be given to those employees. If a face-to-face work group meeting is necessary, it is the telecommuter’s responsibility to attend the meeting at the office.

**Equipment:** Prior to finalization of this telecommuting agreement, it shall be established that the staff member will verify that s/he has appropriate equipment, software and connectivity to adequately complete their work. You may not use company equipment for unlawful purposes or for work for other employers, nor may other persons use it. Any hardware or software purchased by the company remains the property of the company and will be returned to the company on request; products developed while telecommuting are the property of the company.

\_\_\_\_\_ is not responsible for the temporary loss of telecommuting days due to equipment maintenance or repair, and the telecommuter is expected to report to the office or obtain approved leave in such a circumstance. Equipment no longer used by a telecommuter must be returned on his or her next day in the office. Software used by a telecommuter is subject to the same restrictions on duplication and unauthorized use as software used in the office. Company owned equipment is the responsibility of the staff member.

**Software and configuration for work at home on non-company equipment:** Computing Support will provide general assistance. Company assumes no responsibility for the repair, maintenance, or replacement of personally-owned equipment used for telecommuting. If loan equipment is available during the repair period, then the employee may continue telecommuting. However, if there is no available loan equipment, then the employee must work at the office.

**Home Visits:** Health and safety inspections of the home office may need to be arranged between the employee and the company. \_\_\_\_\_ reserves the right to visit the employee home office without notice in order to retrieve equipment that the employee has not returned after being requested to do so.

**Security of Information:** Employees may not compromise the confidentiality or security of company information due to telecommuting, remote computer access, and so on. The employee must comply with the policies and guidelines of proper use of information technology found in the Standard Practice Guide and any other guidelines issued by the company in general or \_\_\_\_\_ in particular. Breaches of information security, whether by accident or design, while telecommuting must be reported promptly and may be cause to abrogate the option and/or for disciplinary action.

**Reimbursements and Telecommuting Expenses:** Telecommuters must obtain supplies stocked at \_\_\_\_\_ and will not be reimbursed if they are obtained elsewhere. Expenses not specifically covered above will be dealt with on a case-by-case basis, taking into account the reasonableness of the expense, the overall budget for the program(s) (both telecommuting program and work group budgets). The employee cannot be assured of reimbursements for expenses not approved in advance.

**Domestic Care During established work hours:** The telecommuter agrees that family care demands shall not compete with work except in the case of an emergency. Telecommuting will not be a substitute for day care provision.

**Tax Liability:** Any and all tax implications of telecommuting are entirely the responsibility of the telecommuter. Telecommuters are encouraged to seek professional advice in this area. Local Zoning Ordinances The telecommuter is responsible for observing any municipal zoning ordinances regulating the performance of work at home for telecommuting purposes.



**Commitment by employee:** The information I have provided above of this Telecommuting Work Agreement is accurate and will be followed on a regular basis or under the discretion of my primary manager. If any information changes, it is my duty to inform my primary manager and initiate the completion of an updated agreement. I understand that my up-to-date telecommuting agreement will be in my Human Resources personnel file.

I have read and understand Remote Worker Inspection Guidelines, and the Remote Work Policy of this agreement, and I agree to the duties, obligations, responsibilities, and conditions for telecommuters described in these documents. I understand that all company policies apply to off-site work locations. I agree that, among other things, I am responsible for establishing specific telecommuting work hours (times that staff know they will be able to reach me); furnishing and maintaining my remote work space in a safe manner; employing appropriate telecommuting security measures; and protecting company assets, information, confidential materials, and systems.

**Duration and Termination of Agreement:** I understand that my primary manager or (Department) may at any time change any or all of the conditions under which I am permitted to telecommute, or withdraw permission to telecommute for any reason or no reason. I also understand that I may at any time request a change or changes to my work hours, work days, or work location for consideration by my manager and \_\_\_\_\_. Any such changes to the terms agreed upon herein are subject to written approval by \_\_\_\_\_.

I have read and will comply with the office safety guidelines as indicated above.

Employee Name:	Employee Signature:	Date:
_____	_____	_____

Supervisor Name:	Supervisor Signature:	Date:
_____	_____	_____