



## 4 STEPS TO IMPROVE WORKPLACE SAFETY FOR REMOTE WORKERS

1. Create a robust remote-work policy that clearly outlines the work from home rules and expectations. Some things to consider when formulating this policy are:

- Who will be eligible for a remote work arrangement.
- Types of job duties that are/are not appropriate for remote work.
- How will work time be tracked virtually.
- How status updates will be sent and received.
- Expectations around meetings and virtual communications.
- Tax and legal implications (which will vary by remote location).
- Types of equipment that will be/will not be supplied by the employer.
- Information security considerations.

2. Ensure that employees have the proper workstation set up. That includes a designated work area, all necessary equipment, proper lighting, and ergonomic furniture.

3. Provide employees with a safety checklist that identifies potential physical hazards, and tips on reducing the potential risk.

Physical hazards include: loose cords, poor lighting, objects laying improperly on the floor, malfunctioning smoke detectors/fire extinguishers, poor ventilation, indoor smoking, improper storage.

4. Determine the work hours and meal and rest periods ahead of time. This can help to determine whether an injury was sustained “in the course of” employment.