



Safety Net(work)

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Safety Spotlight:

[Your Work-From-Home
Toolbox by Humantech](#)

Five Minutes for Safety:

[Five Key Adjustments for
an Office Chair](#)

[How to Set Up Your
Computer Monitor](#)

[How to Set Up Your
Computer Keyboard](#)



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Telecommuting General Safety

For precautionary planning of COVID-19, many employers have asked employees to telecommute. The response to COVID-19 has accelerated the need for many employees to accommodate a dedicated workspace. As part of the agreement to telecommute, it is important to create a safe workspace at home. The following checklist is designed to help assess the safety of an alternate work area:

- ✓ Are lighting levels adequate for the work that is being performed?
- ✓ Are the stairs free from obstruction and stairways with four or more steps equipped with handrails?
- ✓ Is all electrical equipment free of recognized hazards such as frayed or loose wires?
- ✓ Are electrical cords double insulated and/or equipped with three prong plugs?
- ✓ Are there enough electrical outlets in the work area with enough electrical capacity to avoid overloading?
- ✓ Are surge protectors, with built in circuit breaker, used for computer and other electric office equipment?
- ✓ Are halls, doorways, corners, work areas, and exits free of obstructions and tripping hazards?
- ✓ Are file cabinets and computer workstation level and stable?
- ✓ Is the work area maintained within a temperature range of 68 to 76 degrees?
- ✓ Are phone lines and electrical cords secured and out of the way?
- ✓ Is the carpet or tile in the workplace secure and free of tears, lumps, and loose pieces?
- ✓ Are materials arranged and/or stored within easy reach?
- ✓ Is a smoke detector located on each level of the home and are the batteries changed at least semi-annually?
- ✓ Are the stairs and sidewalks outside the premises in good condition and free of tripping hazards?
- ✓ Are emergency phone numbers; local fire, police and nearest hospital clearly posted?

Consumer Safety

United States Consumer
Product Safety Commission

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<https://doa.wi.gov>

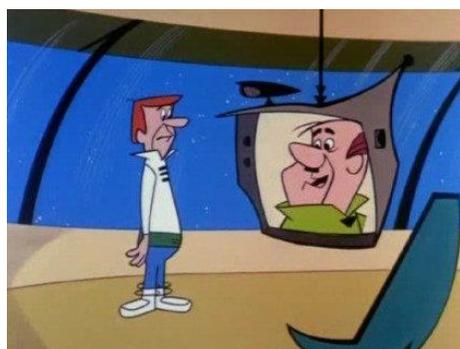
E-Mail

Jake.Lowell@Wisconsin.gov

Telecommuting Ergonomics

The Wisconsin Bureau of State Risk Management [Safety & Loss Control web site](#) offers lots of great safety resources including tips on proper posture and guidance for stretching along with an online ergonomics self-assessment tool. Additionally, Humantech provides a variety of excellent self-tutorial [ergonomic videos](#) to help get in neutral posture. The following checklist is designed to help determine if a workstation is arranged from an ergonomics perspective:

- ✓ Is your chair adjustable?
- ✓ Is your back fully supported by a backrest?
- ✓ Are your thighs parallel to the floor and your knees at a 90-110-degree angle when sitting at your workstation?
- ✓ Are your feet flat on the floor or supported by a footrest?
- ✓ Is the monitor approximately 18-30 inches from your eyes?
- ✓ Is the top of the monitor slightly below your eye level?
- ✓ Is the monitor directly in front of you?
- ✓ Is the screen positioned to minimize glare and reflections from overhead lights, windows and other light sources?
- ✓ Are documents placed next to the monitor and at the same distance height as the screen? If not, use a document holder.
- ✓ Is the height and angle of the keyboard adjusted to keep your wrist in a straight (neutral) position?
- ✓ Are your elbows bent at a 90-degree angle when your hands are resting on the keyboard?
- ✓ Is the screen's brightness and contrast controls set for optimal viewing?
- ✓ Is your head upright and shoulders relaxed when you are looking at the screen?
- ✓ Is the mouse positioned close to the keyboard and at the same level?
- ✓ Do you have adequate leg room under your desk?
- ✓ Are your arms and elbows close to your body when typing?
- ✓ Do you use a headset or speaker phone if you use the phone frequently?
- ✓ Do you periodically change positions, stand up and/or stretch?



Remember the best posture is the next posture! Make sure and take some periodic stretch breaks. Iris Sokel, of All Seating, provides some great [examples](#) to follow along with.