

WORK@HOME SAFETY – EMPLOYEE POLICY CHECKLIST

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- Make consistent with OSHA work-from-home guidelines, <https://www.osha.gov/enforcement/directives/cpl-02-00-125> (monitor for updates)
- Require the employee to maintain the workspace and equipment in a safe condition, free from hazards and other dangers
- Require initial safety assessment of work space, equipment, and work processes
- Require employee to complete safety checklist twice per year, assessing work space, equipment, and work processes
- Require employees to report safety complaints or issues to a supervisor or HR as soon as possible
- Require employees to report work-related injuries to supervisor or HR as soon as possible
- Reserve right to make on-site visits and safety checks (give 48 hours notice)
- Designate work hours and breaks
- Agree on a schedule. Example: "The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor."
- Address dependent care. Example: "Employees who work at home will manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities."
- Limit liability. Example 1: "The employer assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours." Example 2: "The company is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home."
- Reserve right to cancel or suspend work@home privileges at any time, for any reason.

Other Resources:

IOSH Home Office Guidelines:

<https://www.iosh.com/media/1507/iosh-home-office-mobile-office-full-report-2014.pdf>

Ergonomics Workspace Assessment: <https://www.ergotron.com/en-us/tools/workspace-assessment>

Ergonomics Errors Game: <https://www.ergotron.com/en-us/tools/ergonomic-errors-game>

Please note: The material in this checklist is provided as general guidance only for work@home policies, targeted at promoting safety. Employers must tailor work@home policies to fit their unique operations and business needs. Please also monitor OSHA for updates to its work-from-home guidelines.