

East Carolina University

HOME SAFETY CHECKLISTS AND PROCEDURES

Home safety is vital to the protection of our families and our telecommuting staff. The documents referenced below provide home safety procedures and checklists that can help make one's home and personal computer workstation safer. The **Initial Home Safety Inspection Checklist** and the **Computer Workstation Self-Evaluation Checklist** are required to be completed and submitted with any application for telecommuting. Once the employee begins telecommuting, the weekly, monthly and annual inspections on the **Periodic Home Safety Inspections** form should be conducted. The Computer Workstation Self-Evaluation Checklist should be conducted initially as part of the application process and every time there is a change in the set up of the workstation or when any signs of pain occur. If the workstation has been adjusted due to pain and the pain does not subside within a week, contact Environmental Health & Safety for assistance at (252) 328-6166 or safety@ecu.edu.

INITIAL HOME SAFETY INSPECTION CHECKLIST

- Emergency phone numbers are posted in a conspicuous location (e.g. near the phone) and the plan is practiced regularly with family members. At least two escape routes from each room have been identified and a meeting place outside the home and away from emergency vehicle access areas has been designated.
- Smoke detectors are operational with monthly testing and annual battery replacement. Develop an evacuation plan and periodically test it through conducting drills.
- All work areas are maintained in a clean and orderly condition to reduce the risk of fire and to prevent slips, trips and falls.
- All exits and means of egress are adequately lighted and maintained clear of obstructions.
- A minimum 3-foot clearance is maintained in front of all electrical and mechanical equipment (electrical panels, water heaters, space heaters, HVAC units, etc.).
- Combustibles (paper, boxes, etc.) are kept away from heating sources, sparks or flame.
- Electrical outlets are not overloaded. Fuses or circuit breakers are not bypassed.
- Electrical cords are in good shape with no exposed/frayed wires or damaged plugs.
- Extension cords are not used in place of permanent wiring and are not placed under furniture where they can be damaged or across the floor where they can be tripped over.
- UL-listed surge protectors approved for the specific use are utilized to protect electrical equipment like fax machines, copiers, printers and computers.
- Flammable materials (gasoline, turpentine, mineral spirits, etc.) are stored according to manufacturer instructions.
- Chemicals are used properly and stored in appropriate, labeled containers according to manufacturer instructions.
- Cooking and smoking are conducted in a safe manner to reduce the chances of fire. Cigarettes and other tobacco products are thoroughly extinguished before discarding. Cooking areas are kept clear of combustibles and cooking activities are not left unattended.

I have completed the initial inspection checklist to the best of my ability and have made all necessary corrections. I understand and accept primary responsibility for my own safety within my home. I agree to abide by all safety rules within my home office as if it were an ECU facility. I will make my home available to ECU for inspection as necessary to conduct accident or other investigations. I will report all injuries to my supervisor immediately to ensure coverage by the ECU Workers' Compensation program for any injuries occurring in the course of my work. I have completed the computer workstation self-evaluation checklist and attached it with this document to my telecommuting application.

Employee's Name

Employee's Signature

Banner ID

Date

COMPUTER WORKSTATION SELF-EVALUATION CHECKLIST

Employee:	Banner ID:
Department	Phone:
Email Address:	Computer Station View

Do you currently have any pain associated with your workstation? (If so, please describe)	
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Workstation Equipment	Yes	No	Suggestions
Chair			
Is your chair an ergonomically adjustable chair?			The chair should be adjustable or sized to fit the specific user.
Is the backrest properly adjusted?			Raise or lower the chair back to match the user's back structure.
Are your feet flat on the floor or supported by a footrest?			Adjust the chair to allow feet to rest flat on the floor or utilize a footrest. A commercial footrest, package of paper, notebook or phone book can be used.
Is the seat pan length adjusted to allow a minimum of 2-4 inches between the back of your knee and the edge of the seat?			If the pan is not adjustable, the back support may be increased to move the user forward.
Are the armrests positioned to avoid interfering with your body positioning or keyboarding?			Arms may be raised or lowered to support arms when resting.
Monitor			
Is the monitor directly in front of you?			The user, monitor and keyboard should be aligned.
Is the top of the monitor at or below eye level?			Use your eyes to scroll down the screen instead of bending the neck.
Is the monitor distance approximately an arm's length from your seated position?			This distance will vary based upon the user's vision.
Do you work from documents on a regular basis?			A document holder may be used to place copy near the screen without turning the neck.
Keyboard & Mouse			
Are the keyboard and mouse located directly in front of the user?			The keyboard and mouse should be directly in front of user and elbows should be at 90° angle.
Are the keyboard and mouse located on the same surface?			Both keyboard and mouse should be on keyboard tray or both on desktop.
Other			
Are tools (phones, paper, etc.) within easy reach?			Frequently used tools should be located within the space occupied by an arc created by the user's arm rotated in front of the seated body.
Is task lighting provided where necessary?			Avoid task lighting on reference documents used while keying. It creates too much contrast.

PERIODIC HOME SAFETY INSPECTIONS

Weekly Home Safety Inspection Checklist

- All work areas are maintained in a clean and orderly condition to reduce the risk of fire and to prevent slips, trips and falls.
- All exits and means of egress are arranged and maintained to be clear of obstructions.
- A minimum 3-foot clearance is maintained in front of all electrical and mechanical equipment (electrical panels, water heaters, HVAC units, etc.).
- Combustibles (paper, boxes, etc.) are kept away from heating sources, sparks or flame.
- Electrical outlets are not overloaded. Fuses or circuit breakers are not bypassed.
- Electrical cords are in good shape with no exposed/frayed wires or damaged plugs.
- Extension cords are not used in place of permanent wiring.
- UL-listed surge protectors approved for the specific uses are utilized to protect electrical equipment like fax machines, copiers, printers and computers.
- Flammable materials (gasoline, turpentine, etc.) are stored according to manufacturer instructions.
- Chemicals are stored in appropriate, labeled containers according to manufacturer instructions.

Monthly Home Safety Inspection Checklist

- Smoke detectors are tested monthly and determined to be operating properly. If not operating properly, replace or repair the unit.

Annual Home Safety Inspection Checklist

- Smoke detector batteries are replaced annually.

In case of fire:

- Alert everyone and evacuate immediately. You should not attempt to fight even a small fire until people have been evacuated from the area, the Fire Department has been called, you are certain about how to use a fire extinguisher, the fire is not spreading beyond the immediate area of origin and the fire will not block your escape route.
- Leave the fire area quickly, closing all doors that you pass through on your way out.
- Before opening a closed door, feel it with the back of your hand. If it is hot, leave it closed and use an alternate escape route. If trapped in a room, open the window slightly and hang a cloth out the window or wave your arms to get someone's attention.
- If you must use an escape route where there is smoke, crawl so you can stay below the hot, hazardous smoke and gases.
- If your clothes catch fire, STOP, DROP to the ground and ROLL with your hands over your face to protect your face and lungs.
- Once outside the home, proceed to the meeting place designated in your plan and account for everyone.
- Call 911 from a safe location outside the home.
- Do not re-enter the building for any reason until instructed to do so by emergency personnel.
- Report all fires, damaged ECU property or potentially damaged ECU property to your supervisor.

In case of injury:

- If the injury is life threatening, call 911 and report the injury to your supervisor as soon as possible. Medical treatment is the top priority. Upon being informed, the supervisor will immediately contact the Office of Environmental Health & Safety (EH&S) and follow the ECU Workers' Compensation policy at www.ecu.edu/oehs.
- If the injury is NOT life threatening, contact your supervisor and the Office of Environmental Health & Safety. EH&S will schedule an appointment with ECU's Office of Prospective Health. ECU will not pay for any medical treatment, medication or other services/supplies, unless it is pre-approved by EH&S.

For additional information, contact Environmental Health and Safety at (252) 328-6166 or safety@ecu.edu.