TELEWORK SAFETY, WORKSPACE AND DATA SECURITY CHECKLIST

Use this checklist as a guide to help you understand the set-up of your telework location. As a telework employee, you are responsible to ensure that the designated workspace you are proposing is adequately equipped and complies with these safety guidelines.

Safety Checklist

Location
- Workspace is away from noise, distractions, and is devoted to your work needs
- Workspace accommodates workstation, equipment, and related materials

Electrical
- Sufficient electrical outlets are accessible
- All outlets are 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)
- Equipment is fitted with grounding adapters, surge protectors, and overload fuses
- All grounding adapters and power strips/surge protectors that are being used are Underwriters Laboratory approved
- Equipment is placed close to electrical outlets
- Electrical cords/wires are placed so that there are no tripping hazards

Fire Safety
- There is a working smoke detector in the workspace
- A home multi-purpose fire extinguisher, which you know how to use, is readily available
- You have an evacuation plan so you know what to do in the event of a fire

Workspace Checklist

Standard Computer Desk
- Desk surface should be at a height that allows the employee to write without extreme bending over or lifting of the arms and shoulders
- Desk is able to support weight of computer equipment and related support materials

Keyboard
- Keyboard height should allow the employee 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

Computer Screen
- Screen is about an arm's length from the eyes and tilted back 0 - 20 degrees from user's eyes
- Top of viewing screen is at or below the user's eye level
- Images on screen are sharp, easy to read, and there is no glare on the screen face
- Screen contrast and brightness are adjusted for the best reading of typed characters on screen
Workspace Illumination

- Lighting is not so bright that it causes glare on the screen
- Lighting is not so dim that it causes user to strain when viewing screen
- Screen is located away from the window and/or is perpendicular to window and its plane
- There are no reflections on the screen from windows or overhead lights
- There is no light shining directly into user's eyes
- Task lights are used for source documents and positioned to avoid glare on the screen

Chair

- Chair is fully adjustable, allowing change in height and angle of backrest to provide support to the inward curve of the operator's back and waist (Note: If necessary, use a pillow, rolled towel, or cushion for lower back support)
- Chair is 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

Data Security Checklist

Per the Policy VII.B.4 for Remote Access to IT Resources, the following are requirements for a computer that will be connected to IPFW resources for work purposes.

- Secure remote access must be strictly controlled; Access to IPFW IT Resources will be controlled via username and password
- All Remote Users working with Sensitive or Restricted Data must use VPN
- At no time will a Remote User provide their password to anyone, including family members; IT Services employees will never ask for a Remote User's password
- Remote Users must ensure that their University-owned or personal computer or workstation, which is remotely connected to the University network, is not connected to any other network at the same time, other than a Private Network under the user's control
- All hosts that are connected to the University network must use up-to-date anti-virus software, keep virus definitions up to date, and run regular scans
- Remote Users must ensure that systems used to connect to the University network have the most recent operating system and application patches applied

Employee Signature ____________________________ Date ________________