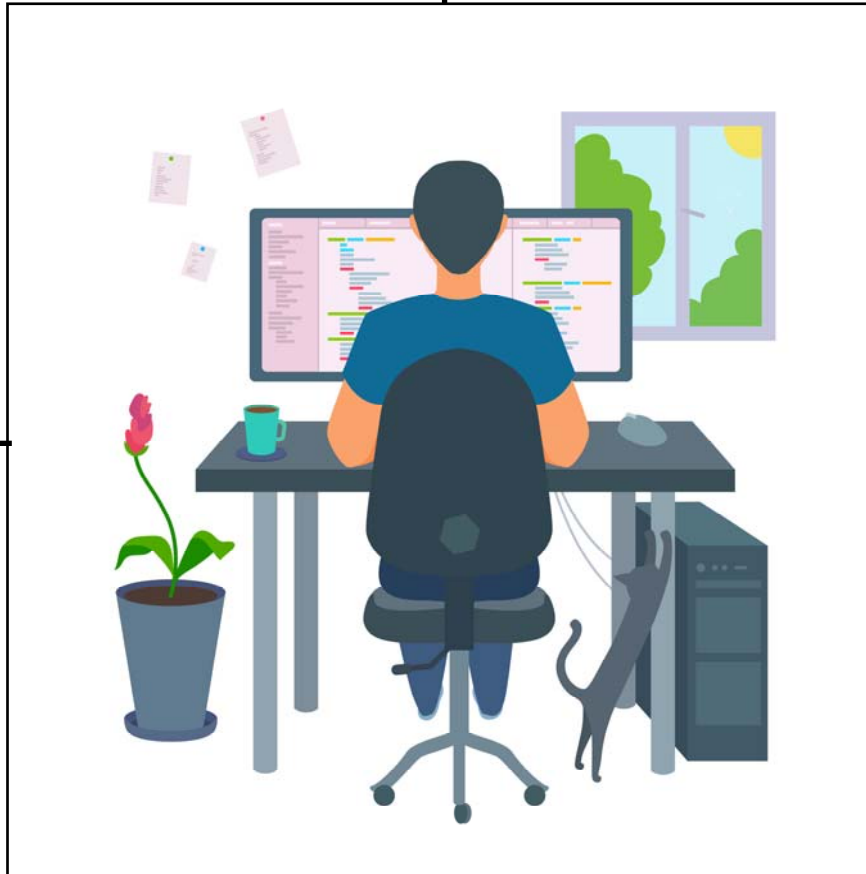# HEALTH & SAFETY TIPS FOR REMOTE WORK

Health & Safety

- Work area is reasonably quiet and free of distractions

- Cables and cords are secured under a desk or table or against a wall, and away from heat sources

- Temperature, ventilation, and lighting are adequate

- First aid supplies are readily available

Fire Safety

- Walkways, hallways, doorways, and floors are unobstructed and free of hazards

- Working smoke detectors cover the designated work area

- Charged, accessible fire extinguisher is available

- More than one exit from the work area

- Workspace is kept free of trash, clutter, and flammable liquids

- Radiators and portable heaters are located away from flammable items

Electrical Safety

- Computer equipment is connected to a surge protector

- Electrical system is adequate for computer equipment (breakers don't trip)

- All electrical, cords, outlets, and panels are in good condition. No exposed or damaged wiring

- Extension cords and power strips are not daisy-chained

- Electrical cords run in non-traffic areas, not under rugs, and nailed or stapled in place

- Equipment is turned off or put to sleep when not in use

- Electrical outlets are grounded with three-pronged plugs if necessary

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RISK & SAFETY