While working remotely, make sure to prepare and maintain a safe workspace in your home environment. Use the following information to help you in your work setup. Contact EHS if you have questions or need additional guidance at (949) 824-6200 or at safety@uci.edu.

Safe Work Practices:

- Consider lighting and space when setting up your workstation to work comfortably. Find a comfortable, flat, sturdy surface to use as a desk on which to work and use a chair that provides adequate support.
- Work as close as possible to an electrical outlet to limit extra cords and trip hazards.
- Use power cord ties to help you keep your cords organized or bundle them together to prevent trip and fire hazards. Work as close as possible to an electrical outlet. Avoid running cords under doorways or other areas which may damage the condition of the cords.
- Avoid placing computers or other hardware near heat sources to avoid overheating, which could lead to malfunction and could even start a fire.
- Use surge protectors to protect your computer from electrical surges that might affect your data or your system. Avoid overloading electrical outlets or cords and avoid plugging one power strip into another power strip, also known as "daisy chaining".
- Do not use damaged power cords (contact OIT or your supervisor to obtain a new power cord for your device).
- Keep liquids away from electrical equipment. This includes liquids on the ground and on your desk. Try keeping a coaster on your desk and a lid on your cup to help prevent spills.
- Avoid charging phones, laptops, tablets, etc. on surfaces which may pose a fire risk. If your device feels hot, unplug it immediately.
- Ensure walking paths and doorways are unobstructed. This will help prevent slips, trips or falls and keep paths clear in case of an emergency.
- Maintain a clean and clutter-free workspace. Keep your space free of trash and other hazards that could cause you to slip, trip or fall.

Practice Good Ergonomics:

EHS has put together some simple ways to set up areas of your home and provide ideas on incorporating small changes that could make a big difference in preventing and alleviating discomfort. We encourage you to take a look at the following tools and apply them to find a suitable set up for working at home: https://www.ehs.uci.edu/public-health/covid-19/_pdf/ergonomics-for-remote-work-faq.pdf

Additional Helpful Tips:

- **Locate and utilize the following safety tools in your home**:
  - **Smoke alarms and carbon monoxide detectors**: It's likely that you will already have these in your home, so be sure to check their batteries and test them regularly.
  - **First-aid kit**: Accidents can happen at any time, so be sure you can quickly find first-aid essentials in your home.
  - **Fire extinguisher**: Familiarize yourself with the fire extinguisher in your home so that if a fire occurs, you are prepared to react quickly.
- Create an emergency evacuation plan that includes exit routes and meeting areas in case of an emergency

Use the checklist below to help identify any other hazards in your home workspace:

Item	Physical Condition	Yes	No
1	Floors are clear and free from hazards?		
2	File drawers are not top-heavy and do not open into walkways?		
3	Electrical cords are secured under a desk or along wall, and away from heat sources?		
4	Walkways, aisles, and doorways are unobstructed?		
5	All portable heaters are located away from flammable items?		
6	You have an evacuation plan; do you know what to do in the event of an emergency?		
7	Workspace is kept free of trash, clutter, and flammable liquids?		
8	Computer equipment is connected to a surge protector?		
9	Equipment is turned off when not in use?		
10	Extension cords and power strips are not daisy chained?		
11	All electrical plugs, cords, and outlets are in good condition? No exposed/damaged wiring?		

Injury Reporting:

As employees work remotely, EHS still requires work-related injuries to be reported within 24 hours. Any injuries related to work must be reported to your supervisor and via the injury report located at: https://www.ehs.uci.edu/forms/report-injury/index.php

Questions on Workers' Compensation benefits while working remotely should be directed to wcdm@uci.edu.

Medical Treatment:

If you are injured or become ill as a result of your UCI employment and need medical attention, please follow these procedures: https://www.ehs.uci.edu/research-safety/occupational-health/_pdf/med-emergency-poster.pdf