

# Home office **SAFETY & ERGONOMIC GUIDELINES**



TWIN CITIES  
**Telework** | by **Commuter Services**

Please use the following checkpoints to determine compliance with the employer's setup, safety and ergonomic requirements for telework.

Dedicated work area (not at the kitchen table or couch)

Safe exit paths from work area (recommended width is 36")

Area free of loose rugs on slippery floors

Smoke detector/alarm present and functional

Fire extinguisher near work area or clear access to the fire extinguisher

Adequate first aid supplies

Electrical outlets are functioning properly and not overloaded

Power surge protection in place

Secure storage for confidential information

Privacy for confidential phone conversations

Work equipment is out of direct sunlight and away from heaters

Adequate air quality/ventilation

Flammable materials have been removed from the office area

Overhead shelves/cabinets are secured firmly

Furniture and equipment are ergonomically correct

**Computer desk:** 26" high and able to handle weight of equipment

**Keyboard reach:** 23" to 28" from operator

**Keyboard slope:** 10-20 degree range

**Monitor:** Top of typing line is slightly below eye level. Ideally laptop is hooked up to an external monitor

**Mouse and keyboard:** Should be positioned at seated elbow height

**Chair:** Use a chair that allows your seated height to match the desk height

**Back tilt recommended.** Height of seat 15 to 21" from floor

**Sit back on chair** with spine fully supported

**Try using a small box** or crate for a footrest

**Lighting:** Directed behind or to the side of vision, not in front or above