

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 V.1.6 \(Interim\) for Remote Access to IT Resources](#), the following are requirements for a computer that will be connected to Purdue resources for work purposes.

Secure remote access must be strictly controlled; Access to Purdue IT Resources will be controlled via career account ID and password
All Remote Users working with Sensitive or Restricted Data must use Purdue VPN services
At no time will a Remote User provide their password to anyone, including family members; ITaP 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; MS Vista and MS XP are acceptable

Employee Signature _____ Date _____