Occupational Safety Checklist in Remote Working

Ergonomics

☐ Does the employee's posture comply with rules of ergonomics? The body, head, torso, arms and legs must be kept parallel to the working plane to prevent straining the muscle system.

☐ Is there enough light in the work area? Have measures been taken to prevent glare and reflections on the screen? (Lighting or light from the window should not cause glare on the computer screen.)

☐ Is there enough room in the designated area for work (Room for the computer, the documents, etc.)?

Electricity

☐ Are the electrical cables in good condition? (Power outlets or electrical cables should be in good condition; cables should not have add-ons, and extension cords should be avoided.)

☐ Are there enough power outlets? (More than one electrical appliance should not be powered from the same outlet.)

☐ Are the computer and other equipment turned off and unplugged after work has been completed?

☐ Have the outlets been positioned to avoid contact with water and water vapor?

Emergencies

☐ Do you know the location of the nearest assembly point where you need to go after an earthquake?

☐ Have the cabinets in your home that are at risk of tipping over been braced to the walls?

☐ Are there any solid objects and areas in your environment that can create a life triangle?

☐ Do you know which emergency exits to use for evacuating the building in case of fire and other emergencies?

☐ Is there a fire extinguisher in your working area?

☐ If yes, do you know where the extinguisher and the fire alarm button are located?

☐ Is there a fire detector and fire alarm in the working area?

☐ Do you know the institution and the person to be contacted in case of an emergency?

☐ Do you know that the occupational safety unit must also be notified in case of an accident or incident?

Additional Resources

- You can access additional content concerning remote working through the health section of Koç Academy. https://www.kocakademi.com/egitim/ofis-ici-saglik-ve-ergonomi-kilavuzu/
- Please also refer to the infographic "Occupational Health and Safety for Remote Work" prepared by the Occupational Health and Safety Unit of Koç University.