



# COVID-19 Updates:

## Employee Work from Home Checklist

The Next Three Seconds Protects Your Life, Your Loved Ones, Your Livelihood®

### The N3L3 philosophy:

our approach to protecting workers from fatal and life-changing events.

Eastern Alliance is here to help. To learn more about Eastern's N3L3 program and access other safety resources, sign in and visit the Safety Tools on [www.easternalliance.com](http://www.easternalliance.com), or contact your Risk Management Consultant for assistance

**1.855.533.3444**

	Y	N	Comments
Do I have a designated work area?			
Is my table or desk stable and large enough to hold my laptop/monitor, keyboard, and mouse?			
Is my monitor 18-24 inches away from me? (Arm's length)			
The monitor is located directly in front of me to eliminate the need to turn my head or body to view it			
Are my mouse and keyboard located on the same surface level? Are they placed to encourage neutral wrist position where possible?			
Is lighting adequate to allow me to easily see my work as well as recognize trip hazards?			
Is my chair structurally sound and able to safely hold my complete body weight?			
Is the ground free of wires and cords (including cell phone chargers), purses, backpacks, briefcases, or other trip hazards?			
Are my carpets well secured to the floor? Are rugs safe? (corners not curling up, not sliding)			
Is my home network wifi signal strong enough to support the remote connection to my remote work system?			
Does the work area have a strong phone or wifi signal for my cell phone? If not, do I have a landline that I can make professional calls?			
Do I have a quiet area to hold professional conversations and meetings over the phone?			
Do I have emergency action plans for tornado, fire, or other events? Do I have a free and unobstructed path to an exit in case of an emergency?			
Do my exit doors open with ease?			
Do I have functioning equipment to assist in case of an emergency? (e.g.- fire extinguisher, smoke alarm, flashlight for power outage)			
Are outlets suitable for office equipment which usually have a ground prong? Are outlets covered/protected? Have I confirmed outlets are not overloaded and that extension cords are not daisy-chained? Are all cords in good condition?			
If storing items, have I identified a safe spot such as placing heavy items lower or frequently used items within reach? Do I know and understand safe lifting practices?			
Do I know to whom I should report accidents, concerns, or questions to while working from home?			



This information is proprietary and is intended to assist you in your safety efforts. It must not be assumed that every unsafe condition or procedure has been covered in this document, nor that every possible loss potential, and legal violation has been identified herein. This document is not a substitute for the establishment of risk management programs by your management.