

## **Home Office Safety Guidelines and Agreement Form**

The staff member working from home should create a separate, dedicated work space that is conducive to working, free from distraction, and safe.

Below are recommendations regarding home or remote offices, as well as general information regarding home workplace safety. The university reserves the right to inspect a home office during normal business hours and upon immediate response to a report of a work related accident or injury.

Walk Areas – Keep floor surfaces level and dry. Be sure that carpets are in good condition and secured to the floor. Keep telephone and electrical cords out of walkways. Outdoor walkways, porches, and steps should also be kept clear of obstacles, debris, ice, and snow.

Fire Hazards – Keep combustible materials to a minimum and dispose of trash promptly. Be sure to have a functioning smoke detector and fire extinguisher in the work area. Be sure that all paths of egress are clear of any obstacles. If you use a portable heater, keep it away from combustible materials and be sure that it has a tip over switch in case it tips over. Be sure that all equipment is UL approved.

Electrical Safety – Keep electrical plugs, cords and receptacles in good repair. Use surge protectors with computers. Do not place electrical cords under rugs or heavy furniture. Don't overload extension cords or plugs.

Air Quality – Work in a well ventilated area.

Ergonomics – Make the work area adjustable to the person working in the space. Maintain proper posture. Be sure that office furniture is in good repair. For additional information, review the webpage provided by Ohio University's Department of Environmental Health and Safety.

<http://www.ohio.edu/riskandsafety/ehs/occupational/ergonomics.htm>

Children – If you have children that could be in your office area, be sure to “child proof” your office. Keep sharp objects like scissors and letter openers in a secure location. Cover unused electrical outlets with plastic covers. Limit access to computers and electronic files, or other equipment. Ensure that cabinets and shelving units are properly secured to prevent tipping hazards.

## **HOME OFFICE WORKERS COMPENSATION GENERAL GUIDELINES**

Reporting of Incidents - In the event that an employee sustains an injury or disease that results from an occurrence received in the course of employment while working at home, the employee must immediately report the incident to their supervisor. The employee should also complete and submit the University's Incident Report form to the employee's supervisor immediately after the incident.

Accidents incurred while working at home may be covered by Workers Compensation law. Information regarding Workers Compensation is available via the University's Workers Compensation office (<http://www.ohio.edu/riskandsafety/workerscomp/index.htm>) and from the Ohio Bureau of Workers Compensation (<http://www.ohiobwc.com/default.aspx>). It is the obligation of the employee to initiate a Workers Compensation claim for compensable injuries and occupational disease.

Accidents or injuries occurring at home may be treated the same as those occurring in a normal university work space. The University maintains the right to inspect the site of an accident. The Ohio Bureau of Workers Compensation may inspect the site as well.

Incident Report Forms - University Incident Report forms may be found at [http://www.ohio.edu/riskandsafety/docs/incident\\_form.pdf](http://www.ohio.edu/riskandsafety/docs/incident_form.pdf).

Medical Treatment – The employee's supervisor should assist an injured employee in securing medical treatment. If the injury is such that it requires immediate treatment, the injured employee should seek assistance at the nearest emergency room. The employee should let the medical facility know that Ohio University's Managed Care Organization (MCO) is CareWorks.

Filing a Claim with BWC - In order to file a claim with the Bureau of Workers' Compensation (BWC), a First Report of Injury (FROI) must be completed and filed with the BWC.

FROI - The injured employee may find First Report of Injury (FROI) forms on-line at <https://www.ohiobwc.com/bwccommon/forms/froi/default.asp>.

I acknowledge I have read, understand, and agree to comply with, the above guidelines.

\_\_\_\_\_  
Administrator's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head or Planning Unit Head

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please forward a copy of this completed form, along with the Flexplace Agreement form to University Human Resources.