

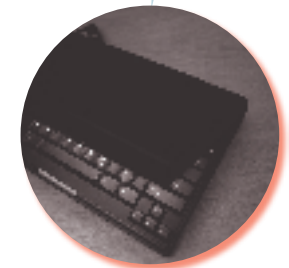


The following safety and ergonomic tips are provided to assist an employee in a survey of his/her overall safety, ergonomic considerations, and adequacy of their alternate worksite. They are only safety and ergonomic tips, and do not encompass every situation that may be encountered.

An employee is encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites.



- Develop and practice a fire evacuation plan for use in the event of an emergency.
- Avoid fire hazards by never overloading electrical circuits.
- Always make sure electrical equipment is connected to grounded outlets.
- Check your smoke detectors regularly and replace batteries once a year.
- Always have a working fire extinguisher conveniently located in your home, and check the charge regularly.
- Always power down computers after the workday is over and always turn off all electrical equipment during thunderstorms.
- Keep your work area clean and avoid clutter, which can cause fire, and leave ample aisle space, where possible, to reduce tripping hazards.
- Inspect and repair carpeting with frayed edges or loose seams. Avoid using throw rugs that can cause tripping hazards in your workspace.
- Arrange file cabinets so that opened drawers do not block aisles.
- Position your computer, phone, and other electrical equipment in a manner that keeps power cords out of walkways.
- Always use proper lifting techniques when moving or lifting heavy equipment and furniture.
- Always place computers or laptops on sturdy, level, well-maintained furniture.
- Choose office chairs that provide good supporting backrests and allow adjustments to fit you comfortably. Be sure to sit against your backrest while working.
- Position your computer at a 90-degree angle to the window, and keep blinds, shades, etc. closed to eliminate noticeable glare. Place the computer monitor at a height, which is comfortable, and does not produce neck or back strain.
- Adjust your computer keyboard and mouse at a height that allows for relaxed shoulders and straight wrists. It is always a good idea to place the keyboard on an adjustable surface.



- Install sufficient lighting in locations to reduce glare on the work surface. Avoid placing overhead lighting directly above the computer monitor.
- If a laptop is used as the primary computer, use an external keyboard and mouse, or an external monitor to allow for proper positioning.
- Do not allow non-Government employees to operate or repair Government-owned equipment.
- Always keep Government files and information in a secure place and do not advertise your home office to strangers.
- Always report accidents and injuries immediately to your supervisor.

If you have specific questions about your home workspace, contact your agency's Safety and Occupational Health Manager. For a listing, visit <http://www.usda.gov/da/shmd/safpoc.htm>. More information on workspace ergonomics is available from the USDA Target Center (202) 720-2600 or visit <http://www.usda.gov/oo/target>

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Safety and Ergonomic Tips for the Home Workspace

