



# ENVIRONMENTAL HEALTH & SAFETY

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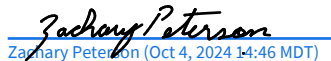
## Remote Work Safety Program

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UNIVERSITY OF NEW MEXICO  
Department of Environmental Health and Safety



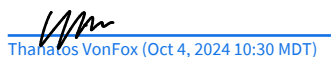
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Unit Administrator

Document: Remote Work Program

Updated 9/12/24

**ACRONYMS & DEFINITIONS**

EHS	Environmental Health and Safety
EOHS	Employee Occupational Health Services

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## 1. PURPOSE

This program outlines safe work practices that must be followed by all employees who work remotely.

## 2. SCOPE

This program applies to all UNM employee that telecommute in any capacity (routine telecommuting, remote work, or situational telecommuting).

## 3. UNM'S COMMITMENT TO SAFETY

Safety is a core value of the University of New Mexico. UNM is committed to creating and fostering a culture of safety within the community. To learn more visit <https://ehs.unm.edu/culture-of-safety.html>

## 4. ROLES AND RESPONSIBILITIES

### 4.1. Environmental Health & Safety

1. Implements and maintains this program.
2. Develops and reviews applicable training programs.
3. Provides resources and guidance.
4. Investigates reported incidents/near misses.

### 4.2. Supervisors

1. Enforces this program.
2. Approve the tasks the employee will be performing remotely.
3. Ensure employees are trained in the tasks they will be performing remotely.
4. Review safety checklist (see Attachment A) with telecommuting employees and mitigate (to the extent possible) any hazards discovered.
5. Ensure employees have the appropriate equipment to perform their tasks safely in a remote environment.
6. Revoke telecommuting privileges if it is determined by the supervisor that the employee is working in an unsafe manner.

### 4.3. Employees

1. Follow the same safety procedures while telecommuting as they would onsite.
2. Maintain a safe work environment.

3. Complete the safety checklist (Attachment A) and correct any hazards discovered.
4. Reach out to supervisor or EHS for assistance with mitigating hazards in the remote setting.
5. Report any incidents or near misses as soon as possible to their supervisor, EOHS, and EHS via the [Accident, Incident & Spill Reporting Formstack](#).

## 5. PROGRAM REQUIREMENTS

### 5.1. Workspace

An area specifically for work should be clearly defined.

1. The work area should be well illuminated. It is preferable to have the illumination coming from the side or from behind.
2. Means of egress need to be unobstructed.
3. The work area should be well ventilated.
4. Storage must be organized to minimize fire risk.
5. If heavy items are placed above the floor, the stand must be sturdy and placed close to a wall.
6. A First Aid Kit should be accessible.
7. A list of emergency contact numbers should be easily accessible.
8. A working smoke detector should be present.
9. An evacuation plan should be in place.

### 5.2. Equipment

1. Employee-provided equipment must be free from defects and suitable for its intended use.
2. Employer-provided equipment must be:
  - a. Free from defects;
  - b. Suitable for its intended use; and
  - c. Only used for its intended task or purpose.
3. UNM is not responsible for the cost, repair, or replacement of employee-provided equipment.
4. Defects with employer-provided equipment should be reported immediately so it can be repaired or replaced.
5. Extension cords must have grounding conductors.
6. Extension cords must not be connected or “daisy-chained”.
7. Phone lines and electrical cords shall be secured to avoid tripping hazards.



8. Surge protectors should be used for computers, fax machines, and printers.
9. Computer components should be away from direct sunlight or heating sources.

### **5.3. Ergonomics**

**NOTE:** EHS will not perform ergonomic assessments in remote workspaces but can provide guidance.

1. Ergonomics training is available on Learning Central.
2. Office equipment (desk, chair, computer, etc.) should be appropriately designed and arranged to prevent undue strain on any part of the body.
3. Please see Attachment B for resources and work station arrangements.
4. It is important to take breaks and stretch, preferably once every 30 minutes.

### **5.4. Reporting**

1. Any injuries, incidents, or near misses must be reported in the same manner they would be onsite.
2. Injuries, incidents, or near misses are considered work-related only if they occur while work is being performed.
  - a. Examples:
    - i. If an employee drops a box of office supplies on his or her foot, it is work-related.
    - ii. If an employee cuts his or her finger while performing a work task, it is work-related.
    - iii. If an employee trips over a child while rushing to answer a work-related phone call, it is not work-related.
    - iv. If there is a fire in an employee's work area because of faulty wiring, it is not work-related.
3. The New Mexico Workers' Compensation Act Poster is included as Attachment C.

## **6. ATTACHMENTS**

## ATTACHMENT A: SELF-CERTIFICATION SAFETY CHECKLIST

Work Space	
<input type="checkbox"/>	Is there a clearly defined work space that is kept clean and orderly?
<input type="checkbox"/>	Does the work space adequately accommodate workstation, equipment, and materials?
<input type="checkbox"/>	Is the work space free from excessive noise and distractions?
<input type="checkbox"/>	Is the work area adequately illuminated, preferably with the lighting to the side or behind the line of vision?
<input type="checkbox"/>	Are floors clear and free from hazards?
<input type="checkbox"/>	Is carpeting well secured and free from fraying?
<input type="checkbox"/>	Have throw rugs been removed to prevent tripping?
<input type="checkbox"/>	Are exits free of obstructions?
<input type="checkbox"/>	Is the area well ventilated?
Equipment	
<input type="checkbox"/>	Are supplies and equipment (both personally-owned and company-provided) in good condition?
<input type="checkbox"/>	Is storage organized to minimize fire risk?
<input type="checkbox"/>	Are radiators and portable heaters kept away from flammable materials?
<input type="checkbox"/>	Do extension cords have grounding conductors?
<input type="checkbox"/>	Is any wiring or cords frayed or exposed? If so, replace immediately.
<input type="checkbox"/>	Are phone lines and electrical cords secured in order to avoid tripping?
<input type="checkbox"/>	Do electrical enclosures have tight-fitting covers or plates?
<input type="checkbox"/>	Are surge protectors used for computers, fax machines, and printers?
<input type="checkbox"/>	Is the electrical system adequate for the equipment being used?
<input type="checkbox"/>	Is equipment turned off when not in use?
<input type="checkbox"/>	Are heavy items securely placed on sturdy stands close to walls?
<input type="checkbox"/>	Are computer components away from direct sunlight & heat?
<input type="checkbox"/>	Are your files and data secure?
<input type="checkbox"/>	Do you have an inventory of equipment, including serial numbers?
<input type="checkbox"/>	Do you have and run anti-virus software?
Fire & Safety	
<input type="checkbox"/>	Is a First Aid Kit available?
<input type="checkbox"/>	Is a portable fire extinguisher present?
<input type="checkbox"/>	Is a working smoke detector present?
<input type="checkbox"/>	Is there an evacuation plan in place?
Ergonomics	
<input type="checkbox"/>	Are chair casters secure and rungs/legs sturdy?
<input type="checkbox"/>	Is the chair adjusted appropriately?
<input type="checkbox"/>	Is your back adequately supported in the chair?
<input type="checkbox"/>	Are your feet adequately supported by the floor or a footrest?
<input type="checkbox"/>	Is the top of your computer screen at eye level?
<input type="checkbox"/>	Is there space to rest your arms when not using the keyboard?
Emergency Contacts	
<b>Police</b>	911
<b>Fire</b>	911
<b>Hospital</b>	
<b>Primary Care Provider</b>	
<b>EOHS</b>	505-272-8043

Supervisor	

Employee Signature:

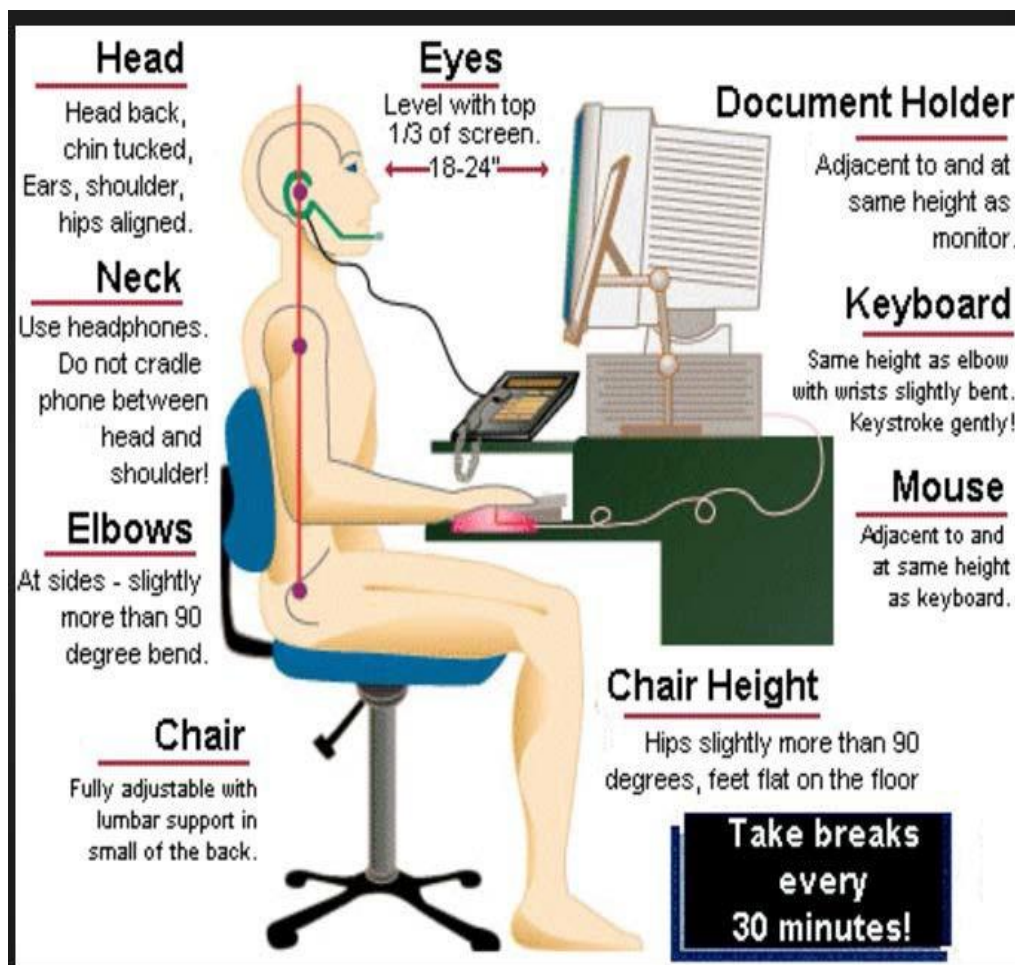
Supervisor/Reviewer Signature:

## ATTACHMENT B: ERGONOMIC RESOURCES AND WORKSTATION ARRANGEMENTS

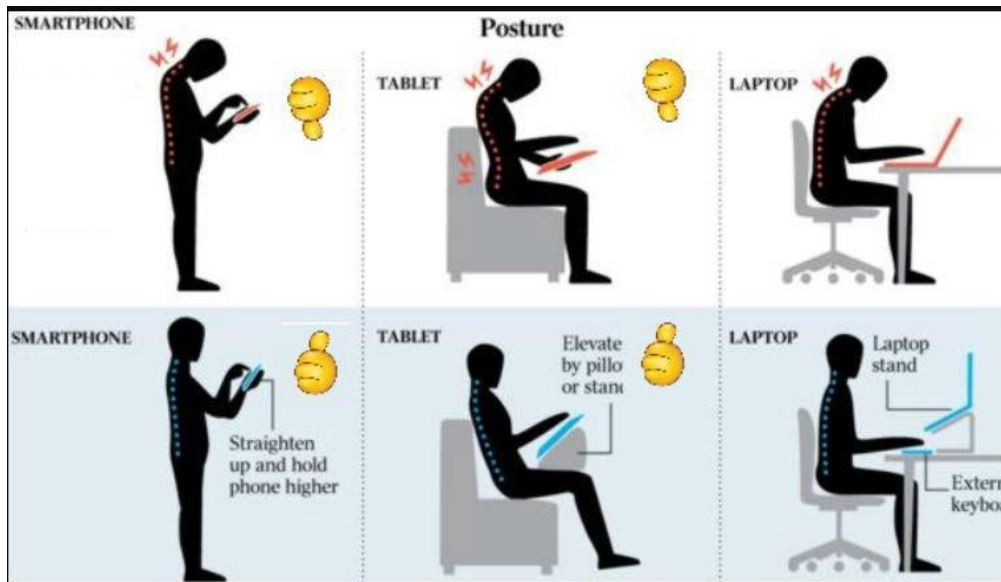
### Resources

1. <https://ehs.unm.edu>
2. <https://ehs.unm.edu/assets/documents/ergonomics/ergonomic-guidelines.pdf>
3. <https://www.osha.gov/etools/computer-workstations>
4. <https://news.unm.edu/news/ergonomics-tips-for-working-from-home>

### Workstation Setup



## Smartphone, Tablet, and Laptop Use



## ATTACHMENT C: WORKERS' COMPENSATION ACT POSTER

State of New Mexico Workers' Compensation Administration

# WORKERS' COMPENSATION ACT

## If You Are Injured At Work

## Si Se Lastima En El Trabajo

1) **Notice** -- In most cases you must tell your employer about the accident within 15 days, using the Notice of Accident Form.

2) **You have the right** to information and assistance from an information specialist known as an Ombudsman at the Workers' Compensation Administration.

3) **Claims information** -- Contact your employer's Claims Representative (see box below).

1) **Aviso.** -- En la mayoría de los casos usted debe de avisarle a su empleador del accidente dentro de los primeros 15 días usando las formas de Aviso de Accidente.

2) **Usted tiene el derecho** a información y ayuda contactándose con un especialista en información conocido como "Ombudsman" en la Administración para la Compensación a los Trabajadores.

3) **Información acerca de Reclamaciones.** -- Contáctese con el representante de reclamaciones de su compañía.

**Employer's Insurer / Claims Representative:**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Note: Employer must fill in insurer / claims representative information.

### YOUR RIGHTS

If you are injured in a work-related accident:

Your employer / insurer must pay all reasonable and necessary medical costs.

You may or may not have the right to choose your health care provider. If your employer / insurer has not given you written instructions about who chooses first, call an ombudsman. In an emergency, get emergency medical care first.

If you are off work for more than seven days, your employer / insurer must pay wage benefits to partially offset your lost wages.

If you suffer "permanent impairment," you may have the right to receive partial wage benefits for a longer period of time.

### SUS DERECHOS

Si se lastima en el trabajo:

Su empleador / asegurador debe de pagar por los gastos médicos necesarios y razonables.

Es posible que usted tenga, o no tenga, el derecho de escoger el proveedor de servicios para la salud. Si su empleador / asegurador no le ha dado instrucciones por escrito de quien es el que selecciona primero, pregúntele o llame a un ombudsman. En una emergencia, obtenga asistencia médica de emergencia primero.

Si usted está fuera del trabajo por más de siete días, su empleador / asegurador debe de hacerle un pago compensatorio de prestaciones para compensar parcialmente la pérdida de su salario.

Si usted sufre "daño permanente," usted puede tener el derecho a recibir prestaciones parciales de salario por un periodo de tiempo más largo.

**Ombudsmen are located at the following offices:**

Albuquerque: 1-866-967-5667 1-505-841-6000	Farmington: 1-800-568-7310 1-505-599-9746	Hobbs: 1-800-934-2450 1-575-397-3425	Las Cruces: 1-800-870-6826 1-575-524-6246	Las Vegas: 1-800-281-7889 1-505-454-9251	Roswell: 1-866-311-8587 1-575-623-3997	Santa Fe: 1-505-476-7381
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### If You Need HELP Call:

Ask for an Ombudsman

## Si Usted Necesita Ayuda Llame Al:

Pregunte por un Ombudsman

## 1 - 8 6 6 - WORKOMP (1-866-967-5667)

Visit our website at: <https://workerscomp.nm.gov>

For FREE copies of this poster and Notice of Accident Forms call: 1-866-967-5667

**USE A NOTICE OF ACCIDENT FORM TO REPORT YOUR ACCIDENT TO YOUR SUPERVISOR**

**EMPLOYER: You are required by law to display this poster where your employees can read it. Post the Notice of Accident forms with it. The poster without the Notice of Accident forms does not comply with law. You have other rights and duties under the law.**

Rev. 11/18

**POST FORMS HERE**

New Mexico Workers' Compensation Administration  
2410 Centre Avenue, Albuquerque, New Mexico 87106  
PO Box 27198, Albuquerque, New Mexico 87125-7198












# Remote Work Program - R1.2

Final Audit Report

2024-10-04

Created:	2024-10-04
By:	Thanatos VonFox (vgough@unm.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnDPcfShPwZSLYisMT7oMjixGRU5WIY59

## "Remote Work Program - R1.2" History

-  Document created by Thanatos VonFox (vgough@unm.edu)  
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-  Document emailed to Zachary Peterson (zpeterson@unm.edu) for signature  
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-  Document e-signed by Casey Hall (cbhall4@unm.edu)  
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-  Document e-signed by Zachary Peterson (zpeterson@unm.edu)  
Signature Date: 2024-10-04 - 8:46:10 PM GMT - Time Source: server- IP address: 174.28.81.39

✔ Agreement completed.

2024-10-04 - 8:46:10 PM GMT