Remote Employees- A New Era in Risk Management
From Cubicles to Home Offices – Out of Sight, But Not Out of Mind

As more agencies allow their workforces to move from cubicles to home offices, risk management plans need to keep pace. It's time to move your organization's risk management plan to the modern era.

Below are tips to help bring your risk management policy up to speed:

1) Remote Access Agreement: Have a written agreement with remote employees that outlines normal work hours, as well as the process for obtaining approval for overtime. This not only helps you have more control managing overtime hours, it may help if a workers' comp claim is filed.

2) Safety checklist: The federal Occupational Safety and Health Administration (OSHA) covers work performed by an employee at any workplace within the United States, including home offices. Implement a process for employees to perform regular safety inspections on their home offices. Having employees complete an in home safety inspection is a great way to bring safety awareness to your employee and it also helps the organization comply with OSHA. You should make sure employees document the inspection and file a copy with you for your records.

3) Tech considerations: Train your remote employees on the privacy of your organizations electronic information and have clear written guidelines/policies. Do you have policies in place requiring employees to have passwords? If there was a data breach would your employees know what to do? A strongly worded policy on Internet and email security can help you assert control over remote electronic communications.

Don't know where to start? Let One Connect help!
We have great sample resources so you don't have to recreate the wheel.

Connect with us to see how we can help!

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