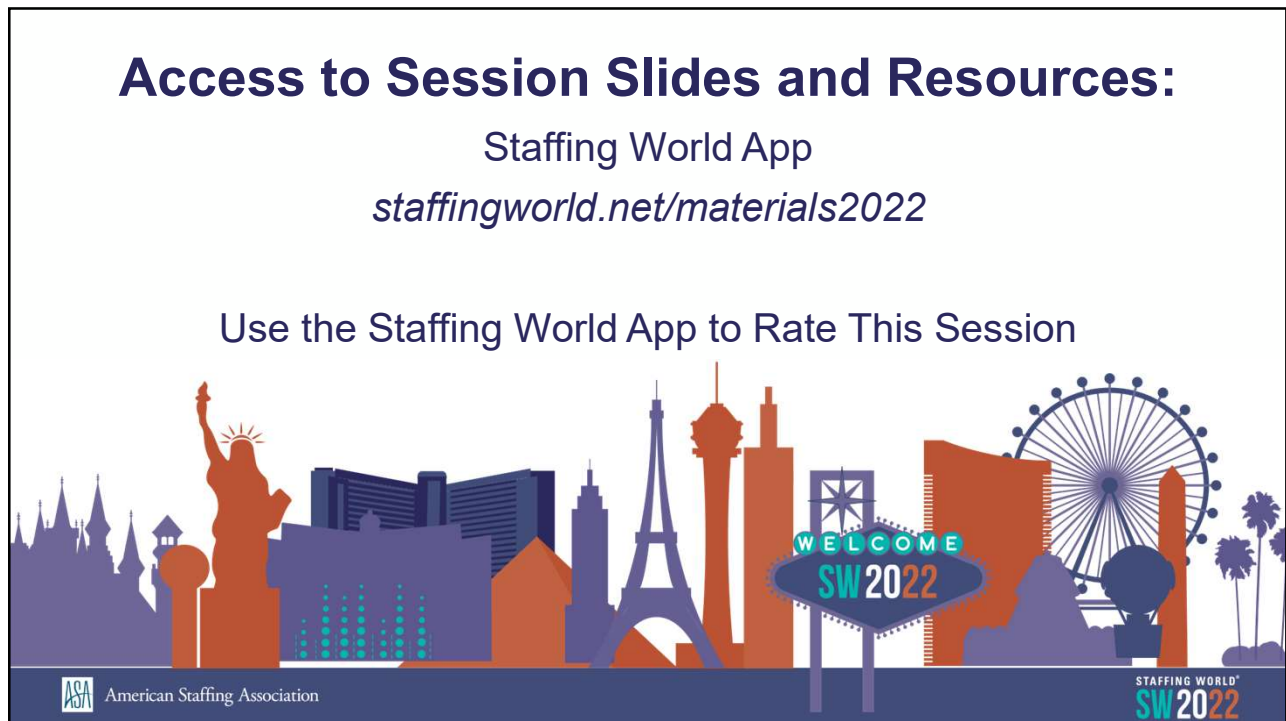


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3

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4

## OBJECTIVES

- ✓ Understand how the COVID-era has impacted business operations
- ✓ Acknowledge the benefits and limitations for remote work
- ✓ Compliance and meeting client needs and associate safety
- ✓ Identify potential legal pitfalls in the remote work environment

5

## Benefits of Remote Work on Business Operations

### Access to more top talent

- Potential to recruit in and from other states
- Recruiting and hiring in multiple or new states require knowledge of legal do's and do not's

### Work-life balance

- Maintaining relationships with workers
- Establishing trust with the client and workers
- Helping clients understand the quality of work outweighs the hours worked

### Decreased business cost

6

## Taking the Risk Out of Telework

### Consider costs and risks

- Equipment expenses
- Utilities required like high-speed internet
- Remote IT support
- Work from home injuries
- ADA accommodations for back/set up issues (e.g., small laptop screen, chairs)

### Have defined job descriptions

Pre-determine categories of workers who can work from home

Consistency

7

## Speedbumps and What Not to Do

### Confidentiality

- Requires dedicated workspace with secure access connections
- Vetting potential workers for specific positions – building relationships

### Equipment Loss

- Process changes to final paychecks
- Accountability on Workers for damage, loss, theft, or failing to return

### Returning to Work

- Finding quality workers
- Onboarding processes

8

## Legal Pitfalls

### Legal Pitfalls

- Know what is required with hiring workers outside of your state
- Reliance and trusting workers to enter accurate timesheets
- Avoid joint employment relationships in the remote workplace
- Remote work does not negate responsibilities, such as workers compensation and time or performance management

### FLSA

- Clear policies
- Time keeping systems for tracking worktime of non-exempt employees
- Time limits

9

## In Summary...

### Benefits

Expanded access to talent  
Work-life balance  
Decrease costs (and Limitation)

### Limitations

Ensuring confidentiality  
Loss of equipment  
Returning to the workplace

10

# WHAT WE STARTED IN 2022 CONTINUES

October 2022



11

## **DURING** COVID TIMES

*We learned that if not possible to physically visit a client facility or job site to complete the Work Site Evaluation (WSE) in the traditional manner,*

*We Could Still Make It Work!*  
*What did that look like?*



12

12

## REMOTE WORKSITE EVALUATION (WSE)

### Goals

- Keep Associates safe by providing a safe environment to work in
- Keep Clients Happy by filling orders
- Ensure We stayed compliant with OSHA regulations



### Phone Worksite Evaluation

- Gather information over the phone to complete the WSE
- Use Facetime for walk through
- Use video recordings of places associates will be assigned
  - Construction Exempt



### Due Diligence / Make a Good Business Decision

- Review 3 years of the 300A Summary
- If Incident Rates are greater than 10%,
  - 3 years of 300 logs required with current EMR

13

13

## FOLLOW UP

### Physical walkthrough

- Ensure the associate(s) are not exposed to hazardous conditions not identified during the "Phone WSE"



### Remote Training Confirmation

#### Use A Checklist

confirm that any appropriate safety training has been completed within week of dispatch.

#### General safety orientation

exit routes, emergency action, what to do in case of a fire, location of first aid kits, meeting place outside in case of an emergency, person to notify in case of an emergency.

14

14

## ACCIDENT INVESTIGATIONS



### Work with your Claims Manager

- Set up remote Designated clinics for injuries
- Ensure client will accommodate restrictions if needed

### Physically visiting the site,

- Regardless of distance, if there's a serious injury:
- Fatality, Amputation, Loss of an eye, Hospitalization
- OSHA will be involved

### Minor injuries

- Phone call discussion with client to identify three things:
- Facetime discussion with client to identify three things:

15

15

## OPPORTUNITIES TO FILL WORK FROM HOME ASSIGNMENTS

### Remote Work / Work from Home Environment Requirements

### Home Based Worksites Policy

- Home Based Worksites Checklist (WSE)
- Instructions for Accessing Important Workplace Posters
- Wage Deduction Authorization

#### General Safety Requirements

- Floors are clear of hazards
- Your work area is reasonably quiet/distraction-free
- File cabinets are not top heavy
- Cables, phone cords/lines, and electrical cords are secured under the desk and away from any heat sources
- Temperature, ventilation, and lighting are adequate
- First aid supplies are readily available
- Conduct testing for radon gas regularly

#### Fire Safety

- Walkways, aisles, and doorways are clear
- Smoke and carbon monoxide detectors are installed and operable
- A charged and accessible fire extinguisher is in the area
- Workspace is free of trash, clutter, and flammable liquids/products
- Portable heat sources are not near flammable items

#### Electrical Safety

- All computer equipment is connected to a surge protector
- The electrical system is adequate for your office equipment

- All plugs, cords, outlets, and panels are in good/proper condition
- Extension cords and power strips are not daisy chained and there is no use of a permanent extension cord
- Electrical cords are not in walking areas, under rugs or nailed/stapled to any furniture or walls
- Equipment is turned off when not in use

#### Workstation Ergonomics

- Desktop height is at least 29"
- A sturdy and adjustable office chair is used with backrest and appropriate legs/casters
- Forearms parallel to the floor when using a keyboard
- Monitors are 20-24" from eyes with the top of the screen slightly below eye level
- Feet can reach the floor when seated (or are fully supported by a footrest)
- Screen glare is minimized

#### Other Safety and Security Measures

- Files, data, materials, and equipment are secure to protect from damage, misuse, or theft
- An exit is nearby and available in the event of an emergency

Associate Name: \_\_\_\_\_ (print name)

Associate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3

16





18