

TELEWORK HOME OFFICE SAFETY CHECKLIST

This checklist is designed to help you assess the safety of your telework home office. Maintaining a safe home office is the teleworker's responsibility. Inspect your desired work site and complete the form. After completing the form, review any questions where you answered 'No' and correct those items before you begin teleworking.

1. Is the work space free from excessive noise? Yes No
2. Is adequate lighting (side or rear) provided at the work station? Can you see what you are doing without straining? Yes No
3. Is all electrical equipment free of recognized hazards that could cause physical harm (frayed wires running through walls, exposed wires fixed to the ceiling)? Yes No
4. Is electrical system adequate for office equipment? Yes No
5. Is electrical equipment grounded? Yes No
6. Is your computer and other electronic equipment plugged into a surge-protected power strip? Yes No
7. Are aisles, doorways and floors free of obstructions to permit visibility and movement? Yes No
8. Is there an exit that allows prompt exiting? Yes No
9. Are phone lines, electrical cords and extension wires secured under a desk or along a baseboard? Yes No
10. Is the office space neat and clean? Yes No
11. Is a working fire extinguisher located nearby? Yes No
12. Are working smoke detectors installed at the work site? Yes No
13. Is the work area private and free of intrusion? Yes No
14. Are first aid supplies readily accessible and adequate? Yes No
15. Are office furniture and equipment ergonomically correct?
 - a. Desk: 29" high? Yes No
 - b. Chairs: Sturdy and adjustable (90° at knees, feet flat on floor, 15° back tilt) with backrest and casters appropriate for floor surface? Yes No
 - c. Keyboard: In line with wrist and forearm position? Yes No
 - d. Monitor: 20-24" from eyes: top of screen slightly below eye level? Yes No
16. Are work materials, files, data and equipment in a secure place that can be protected from damage or misuse? Yes No
17. Are there security requirements in place to protect confidentiality and security of company information and computer systems? Yes No