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 workspace free from excessive noise? ☐ Yes ☐ No

2. Is adequate lighting (side or rear) provided at the workstation? 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 to prevent tripping hazards? ☐ 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? ☐ Yes ☐ No

    a. Desk: At an appropriate height to allow enough room for knees and legs and also allows forearms and wrists to lay neutral on the keyboard? ☐ 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 above 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