

TELEWORK HOME OFFICE SAFETY CHECKLIST

Employee _____ Date _____

Manager _____

Telework site address _____

Description of work area _____

This checklist is designed to assess the safety of the telework site. Teleworkers should inspect their desired work site and complete this form.

1. Is the work space free from excessive noise? Yes No
2. Is adequate lighting (side or rear) provided at the work station? 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. Are surge protectors properly installed? 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 files and data secure? Yes No
15. Are first aid supplies readily accessible and adequate? Yes No

16. Are office furniture and equipment ergonomically correct? Yes No
- 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
17. Are work materials and equipment in a secure place that can be protected from damage or misuse? Yes No
18. Are there security requirements in place to protect confidentiality and security of company information and computer systems? Yes No