

Telework Home-Office Safety Checklist

This checklist outlines areas and items that employees should evaluate prior to telecommuting to assist in recognizing hazards and in evaluating the home-based workspace for safety and ergonomic suitability. The employee is required to evaluate each item on the list, then read and sign/date the checklist confirming completion of the checklist and understanding of the teleworking agreement as outlined on this form.

Name of Telecommuter: [Click or tap here to enter text.](#)

Home Phone: [Click or tap here to enter text.](#)

Mobile Phone: [Click or tap here to enter text.](#)

Worksite Street Address 1: [Click or tap here to enter text.](#)

Worksite Street Address 2: [Click or tap here to enter text.](#)

City, State, ZIP: [Click or tap here to enter text.](#)

Briefly define and describe the designated work area: [Click or tap here to enter text.](#)

General

- Floors are clear and free of hazards
- Carpets well-secured to the floor and free of frayed or worn seams
- Rugs equipped with foam backing or used with anti-slip matting
- Office space neat, clean and free of excessive amounts of combustibles
- Work area is reasonably quiet and free of distractions
- File drawers are not top-heavy
- Cabinets, shelves or furniture greater than 5' high secured to prevent toppling during an earthquake
- Books and supplies stored to prevent falling
- Wheels on rolling files or other mobile equipment free from binding when rolled and can be locked to prevent rolling
- Cords, cables and other items arranged to prevent a tripping hazard
- Phone lines and electrical cords are secured under a desk or along a wall, and away from heat sources

- Work area is well ventilated and heated/cooled to provide worker comfort
- Office space is equipped with a plug-in or hardwired carbon monoxide detector with battery backup, installed per manufacturer's instructions
- If the office is located below grade (e.g. basement), has the home been tested for radon? (see www.epa.gov/radon for more information about radon hazards and how to correct)

Fire Safety

- Walkways, aisles, and doorways are unobstructed
- Working smoke detector covering the designated work space. Is battery replaced annually?
- Charged, accessible, dry chemical fire extinguisher in area
- More than one exit from work area
- Work space is kept free of trash, clutter and flammable liquids
- Combustible materials located at least 3' from radiators, portable heaters, or other heat sources

Electrical Safety

- Computer equipment is connected to a surge protector
- Electrical system is adequate for office equipment
- All electrical plugs, cords, outlets and panels in good condition and free of exposed conductors or broken insulation
- Electrical enclosures (switches, outlets, receptacles and junction boxes) have tight-fitting covers or plates
- Extension cords and power strips not daisy chained and no permanent extension cords in use
- Electrical cords run in non-traffic areas, not run under rugs, and are not nailed or stapled in place
- Equipment turned off when not in use
- Electrical outlets are grounded with three-pronged plugs
- Sufficient ventilation for electrical components

Workstation Ergonomics

- Chair is sturdy and in good condition. No loose wheels/casters or broken hardware/components
- When keying, forearms close to parallel with the floor. Wrists/hands in neutral position, i.e., in same plane as forearm
- Monitor is roughly arm's length from eyes, with top of viewable portion of screen slightly below eye level
- Adjustable chair and understanding of how to correctly adjust it
- Feet reach the floor when seated, or are fully supported by a footrest
- Back adequately supported by the backrest
- Monitor screen free from noticeable glare throughout the work day
- Work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it
- Clear understanding of neutral posture and how to properly adjust workstation. See the following for more information on proper ergonomic set up and adjustment for computer workstations:
<http://www.shrm.org/templatestools/hrqa/pages/ergonomics-do-employers-have-to-provide-ergonomically-correct-furniture-under-osha-requirements.aspx> or
<https://www.osha.gov/SLTC/etools/computerworkstations/index.html>

Other Safety/Security Measures

- All stairs with four or more steps equipped with handrails
- Emergency phone numbers (hospital, fire department and police department) posted and easily accessible
- First aid kit easily accessible and replenished as needed
- Files and data are secure
- Inventory of all equipment in the office including serial numbers when possible
- Access to company computer network via secured path (VPN or secured log in)
- The employee will designate a workspace as a “home office” and will maintain this workspace in a safe condition, free from hazards and other dangers to people and equipment.

Employee Declaration

I have reviewed and understand the items outlined in this checklist.

Employee Signature

Date

Please Note:

This material is provided to you for general informational purposes only. Maintaining safe operations and a safe facility in accordance with all laws is your responsibility. We make no representation or warranty, express or implied, that our activities or advice will place you in compliance with the law; that your premises or operations are safe; or that the information provided is complete, free from errors or timely. We are not liable for any direct, indirect, special, incidental or consequential damages resulting from the use or misuse of this information. You are not entitled to rely upon this information or any loss control activities provided by us, and you may not delegate any of your legal responsibilities to us.