

## Home-Based Worksite Safety Checklist

This checklist outlines areas and items that workers should evaluate prior to telecommuting beginning to assist in recognizing hazards and in evaluating the home-based workspace for safety and ergonomic suitability. The employee is encouraged 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.

<b>Name of Telecommuter</b>	
<b>Home Phone:</b>	
<b>Mobile Phone:</b>	
<b>Worksite Street Address 1:</b>	
<b>Worksite Street Address 2:</b>	
<b>City, State, ZIP</b>	

<b>Briefly define and describe the designated work area</b>	
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### 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 during an earthquake
- 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](http://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-osa-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.

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

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Home-Based Worker’s Signature

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Date

#### **Please Note:**

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