

Home Office Safety Checklist

Maintaining a safe home office is the teleworker's responsibility. This checklist is designed to help employees assess their home work space to ensure a safe and productive working environment. Employees should complete the home office safety checklist and submit to their supervisor as part of the telework application process. In addition, it may be desirable to have the employee submit a photograph of their designated work area. The employee should correct any item(s) given a NO response before he or she begins teleworking.

General	YES	NO
1. Floors are clear and free of hazards?		
2. Work area is reasonably quiet and free of distractions?		
3. Files drawers are not top-heavy?		
4. Phone lines and electrical cords are secured under a desk on the along wall, and away from heat sources?		
5. Temperature, ventilation, and lighting are adequate?		
6. First aid supplies are readily available?		
7. Has the home been tested for radon? (See www.epa.gov/radon/ for more information about radon hazards and how to correct)		
Fire Safety		
8. Walkways, aisles, and doorways are unobstructed?		
9. Working smoke detector covering the designated work space?		
10. Charged, accessible fire extinguisher in area?		
11. More than one exit from work area?		
12. Work space is kept free of trash, clutter, and flammable liquids?		
13. Are all radiators and portable heaters located away from flammable items?		
Electrical Safety		
14. Computer equipment is connected to a surge protector?		
15. Electrical system is adequate for office equipment?		
16. All electrical plugs, cords, outlets, and panels in good condition? No exposed/damaged wiring?		
17. Extension cords and power strips not daisy chained and no permanent extension cord in use?		
18. Electrical cords run in non-traffic areas, do not run under rugs and are not nailed or stapled in place?		
19. Equipment turned off when not in use?		
20. Electrical outlets are grounded with 3-pronged plugs?		

Workstation Ergonomics		
21. Office furniture and equipment ergonomically correct?		
a. Desk is 29 inches high?		
b. Chair is sturdy and adjustable with backrest and casters appropriate for floor surface?		
c. When keying, are your forearms close to parallel with the floor?		
d. Monitor is 20-24 inches from eyes and top of screen is slightly below eye level?		
e. Is your chair adjustable and do you know how to adjust it?		
f. Do you have a business chair have five support legs and casters?		
g. Do your feet reach the floor when seated or fully supported by a footrest?		
h. Is your back adequately supported by a backrest?		
i. Is your computer screen free from noticeable glare?		
j. Do you have adequate lighting at the workstation?		
k. MONITOR: 20-24" FROM EYES: TOP OF SCREEN SLIGHTLY BELOW EYE LEVEL?		
Other Safety/Security Measures		
22. Files and data are secure?		
23. Materials and equipment are in a secure place that can be protected from damage or misuse?		
24. Is there an exit that allows prompt exiting?		
25. Do you have an inventory of all equipment in the office including serial numbers when possible?		

Employee's Name

Date