



Telecommuting Safety Checklist

Use the list below to complete a safety audit of your telecommuting workspace. You are responsible for correcting any safety deficiencies in a timely manner, at your own expense. Any work-related illness/injury suffered while telecommuting must be reported to your supervisor.

GENERAL

- Floors are clear and free of hazards
- Work area is reasonably quiet and free of distractions
- File drawers are not topheavy
- Phone lines and electrical cords are secured under a desk or along the wall, away from heat sources
- Temperature, ventilation, and lighting are adequate
- First aid supplies are readily available
- The home has been tested for radon (See www.epa.gov/radon for more information about radon hazards and how to correct them.)

FIRE SAFETY

- Walkways, aisles, and doorways are unobstructed
- Working smoke detector covering the designated work space
- Charged, accessible fire extinguisher in area
- More than one exit from work area
- Work space is kept free of trash, clutter, and flammable liquids
- All radiators and portable heaters are located away from flammable items

ELECTRICAL SAFETY

- Computer equipment is connected to a surge protector
- Electrical system is adequate for office equipment
- All electrical plugs, cords, outlets and panels are in good condition--no exposed/damaged wiring
- Extension cords and power strips are not daisy chained and no permanent extension cord is in use
- Electrical cords run in non-traffic areas, do not run under rugs, and are not nailed or stapled in place
- Equipment is turned off when not in use
- Electrical outlets are grounded with three-pronged plugs

WORKSTATION ERGONOMICS

- Office furniture and equipment are ergonomically correct
- Desk is 29 inches high
- Chair is sturdy and adjustable with backrest and casters appropriate for floor surface
- When keying, forearms are close to parallel with the floor
- Monitor is 20-24 inches from eyes, and top of screen is slightly below eye level
- Chair is adjustable and employee knows how to adjust it
- Employee has a business chair with five support legs and casters
- Feet reach the floor when seated or are fully supported by a footrest
- Back is adequately supported by a backrest
- Computer screen is free from noticeable glare
- Workstation has adequate lighting

OTHER SAFETY/SECURITY MEASURES

- Files and data are secure
- Materials and equipment are in a secure place that can be protected from damage or misuse
- An exit allows for prompt exiting
- Employee has an inventory of all equipment in the office, including serial numbers when possible

EMPLOYEE'S NAME: _____ DATE _____

SUPERVISOR'S NAME: _____ DATE _____