

Attachment C

TELEWORK SAFETY CHECKLIST

WORKSPACE	YES	NO
1. Is your workspace in an area that is devoted exclusively to your work needs during your working hours, and free from distraction and noise?		
2. Are the floors in your workspace clear and free from hazards, including trip hazards such as wires and cords?		
3. Are carpets well secured to the floor and free of frayed or worn seams?		
4. Are file drawers designed so that they will not tip over if top heavy?		
5. Are the walkways in your workspace, and the walkways between your workspace and your eating and break areas, and your restroom adequately lit and clear of obstructions and trip hazards?		
6. Are all stairs with four or more steps equipped with handrails?		
7. Does your workspace have adequate ventilation and lighting?		
8. Is the workspace routinely cleaned and kept free of trash, food, and clutter?		
FIRE SAFETY		
9. Is your workspace maintained at comfortable temperature?		
10. Is there a working smoke detector in the workspace area?		
11. Is there a fire extinguisher readily available at the workspace?		
12. Do you refrain from smoking and using candles in your workspace?		
ELECTRICAL SAFETY		
13. Are there sufficient, accessible electrical outlets in your workspace that are not overloaded?		
14. Are computers and other office equipment connected to surge protectors?		
15. Are all electrical plugs, cords, outlets, and panels in good condition and with no exposed or damaged wiring?		
16. Is all electrical equipment turned off when not in use?		
COMPUTER WORKSTATION		
17. Is your workstation chair (including its legs and rungs) sturdy?		
18. Does your workstation chair adequately support your back and weight?		
19. Is your computer monitor screen large enough for adequate visibility?		
20. Is your desk sturdy with enough surface area to adequately accommodate your computer and other equipment?		
21. Is your computer screen free from noticeable glare?		
22. Is your keyboard placed so that you can maintain a neutral wrist posture?		
23. Do you have an external keyboard?		

I certify that my responses to the foregoing questions are correct and agree to notify my supervisor/manager in the event that any of the above conditions at my workplace change.

Employee Name (Print)

Employee Signature

Date