

# Employee Telework

## Safety Checklist

Employee's Name

Telework Start Date (MM/DD/YY)

Position

Department/Location

### Additional Safety Concerns Found

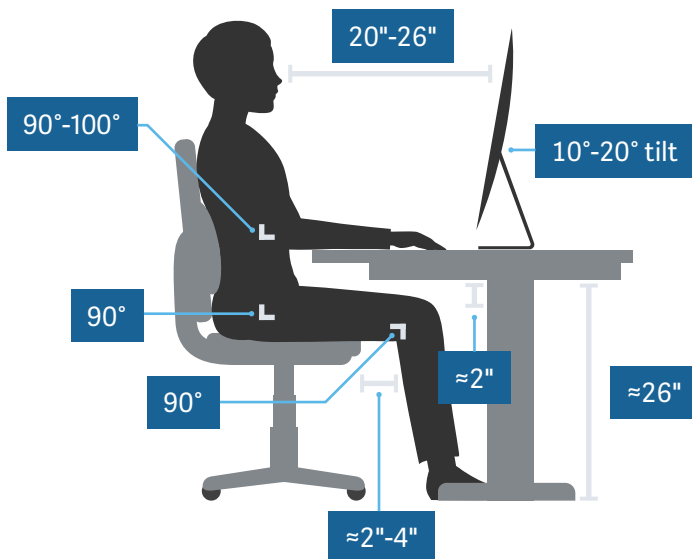
Employee's Signature

Date (MM/DD/YY)

Employer's Signature

Date (MM/DD/YY)

### Corrected Issues



# Employee Telework

## Safety Checklist

### General

- Floors are clear and free of hazards.
- File drawers are not top-heavy, and secured to the wall.
- Phone lines and electrical cords are secured under a desk or along a wall, and away from heat sources.
- Temperature, ventilation, and lighting are adequate.
- First aid supplies are readily available.

### Fire Safety

- Walkways, aisles, and doorways are unobstructed.
- Smoke detectors are working and covering the designated workspace.
- The fire extinguisher is accessible and charged.
- Workspace is kept free of trash, clutter, and flammable liquids.
- Radiators and portable heaters are located away from flammable items.

### Electrical Safety

- Computer equipment is connected to a surge protector.
- All electrical plugs, cords, outlets, and panels in good condition with no exposed or damaged wiring.
- Electrical cords run in non-traffic areas do not run under rugs, and are not nailed or stapled.
- Electrical outlets are grounded with three-pronged plugs.

### Accidents and Incidents

- Prompt reporting of all accidents and near-miss incidents are reported to your supervisor, regardless of severity.
- The accident investigation process is acknowledged.
- Report forms are available.
- Emergency telephone numbers are identified.
- Procedures are reviewed for fire/medical emergencies

### Workstation Ergonomics

- Office furniture and equipment are ergonomically correct.
- The chair is sturdy and adjustable with backrest and casters appropriate for the floor surface.
- The chair is adjustable and correctly adjusted to yourself.
- Back adequately supported by a backrest.
- Feet reach the floor when seated, or fully supported by a footrest.
- Keying forearms are close to parallel with the floor.
- The monitor is 20-26 inches (approximately arms reach) from eyes and top of the screen is slightly below eye level.
- Computer screen free from noticeable glare
- Adequate lighting at the workstation.

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