

Home Office Safety Checklist

Maintaining a safe home office is the remote employee's responsibility. This checklist is designed to help employees assess their home office 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 remote work agreement. 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 working remotely.

General	YES	NO
1. Floors are clear and free of hazards?		
2. Work area is reasonably quiet and free of distractions?		
3. Are file drawer 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?		
Fire Safety		
7. Walkways, aisles, and doorways are unobstructed?		
8. Working smoke detector covering the designated work space?		
9. Charged, accessible fire extinguisher in area?		
10. More than one exit from work area?		
11. Work space is kept free of trash, clutter, and flammable liquids?		
12. Are portable heaters located away from flammable items?		
Electrical Safety		
13. Computer equipment is connected to a surge protector?		
14. Electrical system is adequate for office equipment?		
15. All electrical plugs, cords, outlets, and panels in good condition? No exposed/damaged wiring?		
16. Extension cords and power strips are not overloaded and no permanent extension cord in use?		
17. Electrical cords run in non-traffic areas, do not run under rugs and are not nailed or stapled in place?		
18. Equipment turned off when not in use?		
19. Electrical outlets are grounded with 3-pronged plugs?		
Workstation Ergonomics		
20. Office furniture and equipment ergonomically correct?		
21. Chair is sturdy and adjustable with backrest and casters appropriate for floor surface?		
22. Is your chair adjustable and do you know how to adjust it? Do your feet reach the floor when seated or fully supported by a footrest?		
23. Is your back adequately supported by a backrest?		
24. Is your computer screen free from noticeable glare?		
25. Do you have adequate lighting at the workstation?		

Employee Name/Signature

Date