

Working From Home Safety Checklist for Employees

Your safety remains our priority when you work from home. Please print and complete this checklist to identify any hazards in your home-based workspace.

Our goal is to help you identify any safety concerns so that you can eliminate or avoid any risks. Evaluate each item on this checklist. Check each item that is not a risk.

Employee's name: _____ Assessment Date: _____

Housekeeping

- Floors are clear and free of tripping hazards
- Carpets are well secured to floor, free of frayed or loose seams
- Rugs have foam backing or anti-slip mats
- Office space is neat, clean and free of excessive combustibles (paper, boxes, files, etc.)
- Work area is reasonably quiet and free of distractions
- File cabinets are not top heavy
- Cabinets, shelves or furniture greater than 5' high are secured to prevent toppling during earthquake
- Books and supplies are stored to prevent falling during an earthquake
- Wheels on rolling files, or other mobile equipment, are free from binding when rolled, and can be locked to prevent rolling
- Cords, cables and other items are secured to prevent a tripping hazard
- Phone lines and electrical cords are secured under desk or along wall, away from heat sources
- Work area is well ventilated and heated/cooled to provide worker comfort
- If the home office is located below grade (basement), the space has been tested for radon (see www.EPA.gov/radon for more information about radon hazards and mitigation)

Fire Safety

- Walkways, aisles and doorways are clear and unobstructed
- Working smoke detector/s cover the designated work space. The battery is functioning
- There is more than one exit from work area

- Work area is kept free of flammable liquids, trash and clutter
- Combustible materials are kept at least 3' from radiators, portable heaters and other heat sources

Electrical Safety

- All electrical office equipment is connected to a surge protector
- Electrical system is adequate for office equipment
- All plugs, cords, outlets and panels are in good condition and free of exposed conductors or broken insulation
- Extension cords and power strips are not daisy-chained, and no permanent extension cords are in use
- Electrical equipment is turned off when not in use
- Electrical outlets are grounded with three-pronged plugs
- There's sufficient ventilation for electrical components

Ergonomic Safety

- Desk chair is in good condition; no loose wheels/casters or broken hardware/components
- When keyboarding, forearms are close to parallel with the floor. Wrists/hands in neutral position, i.e., in the same plane as forearms
- Computer monitor is roughly arm's length from eyes, with top of viewable portion of screen slightly below eye level, and free from noticeable glare during work times
- When seated, feet reach the floor, or are fully supported by a footrest
- Back is fully supported by chair or lumbar cushion
- Work area lighting is directed toward the side or behind line of vision, not in front or above it
- I have a clear understanding of neutral posture and how to properly adjust my workstation

Overall Safety

- All stairs with four or more steps have sturdy handrails
- Emergency phone numbers (hospital, fire department, police department) and my street address are clearly posted near phone
- First aid kit or materials are easily accessible and properly supplied
- Files and data are secured
- Written inventory with serial numbers of all office-provided equipment
- Online access to employer computer network via secured path (VPN or secured log in)