

Telecommuter Home Office Hazard Assessment & Inspection Checklist

ITEM TO CHECK	YES	NO	COMMENTS
SAFETY OF GENERAL WORK ENVIRONMENT			
Floors are free of obstructions and slip/trip/fall hazards			
Aisles, doorways and corners are free from obstructions to permit movement			
Workspace is kept in a clean and sanitary condition			
Workspace is well lit			
Workspace is adequately ventilated			
Workspace is well heated and air-conditioned			
Phone lines and cords are secured along a wall and away from heat sources			
Computer to be located in secure location that minimizes risk of unauthorized access, theft and damage			
Adequate first aid supplies are readily available			
Workspace is reasonably quiet and free of distractions			
Home has been tested for radon			
Workspace is free of biohazards, hazardous chemicals and other hazardous products			
FIRE SAFETY			
Walkways, aisles and doorways are unobstructed			
Working smoke detector covers the designated work space			
Charged, accessible fire extinguisher is in the area			
There's more than one exit from the workspace			
Workspace is kept free of trash, clutter and flammable liquids			
All radiators and portable heaters are located away from flammable items			
Storage is organized to minimize risks of fire and spontaneous combustion			
ELECTRICAL SAFETY			
Computer equipment is connected to a surge protector			
Electrical system is adequate for office equipment			

ITEM TO CHECK	YES	NO	COMMENTS
All electrical plugs, cords, outlets and panels are in good condition with no exposed/damaged wiring			
Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates			
Extension cords and power strips aren't daisy chained			
No permanent extension cords are in use			
Electrical cords run in non-traffic areas, don't run under rugs and aren't nailed or stapled in place			
Equipment is turned off when not in use			
Electrical outlets are grounded with 3-pronged plugs			
WORKSTATION ERGONOMICS			
Desk is an appropriate height			
When keying, worker's 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 sturdy and adjustable with backrest and casters appropriate for floor surface			
Chair is adjustable and worker knows how to adjust it			
Worker's feet reach the floor when seated or are fully supported by a footrest			
Worker's back is adequately supported by a backrest			
Computer screen is free from noticeable glare			
There's adequate lighting at the workstation			
EMERGENCY EVACUATION/RESPONSE			
There's an appropriate evacuation plan in place			
Emergency contact information is posted in a conspicuous location			
Appropriate emergency communications equipment is in place			
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			
There's inventory of all equipment in the office, including serial numbers when possible			

COMMENTS: Indicate whether any other health and safety hazards are apparent or measures are necessary for the workspace: