

Work 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 correct any safety risks. Evaluate each item on this checklist. Check each item that is *not* a risk.

If any item is a risk, please describe so we can help you address it.

When you've completed this checklist, sign and date it to confirm your understanding of this Work From Home agreement. Scan and email the signed and dated checklist to your supervisor by the agreed date.

Please print

Employee's name: _____

Home phone: _____ Cell phone: _____

WFH street address: _____

City _____ ST _____ Zip _____

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, flammable 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
- Office space is equipped with a plug-in or hardwired carbon monoxide and smoke detectors with battery backup, installed per manufacturer instructions
- 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 batteries are functioning
- Charged and accessible dry chemical fire extinguisher is quickly accessible
- 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
- Electrical switches, outlets, receptacles and junction boxes are covered with plates
- 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, adjustable and I know how to correctly adjust it. 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)

Notes/Concerns (please describe)

I, the employee, will designate a workspace as a “home office” and will maintain this workplace in a safe condition, free from hazards and other dangers to people and equipment.

I have reviewed and understand all items on this checklist.

WFH Employee Signature

Date