

Telework Location Safety Checklist

1. The space is safe and hazard free.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The space is adequately ventilated.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The space is reasonably quiet, free of distractions, and there is sufficient light for reading.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. All the stairs with four or more steps are equipped with handrails.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. All circuit breaks and fuses in the electrical panel are labeled as to intended service.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Circuit breakers clearly indicate if they are in open or closed positions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. All electrical equipment is free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling).	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Computer equipment is connected to a surge protector.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Aisles, doorways, and corners are free of obstructions to permit movement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. File cabinets and storage closets are arranged so drawers and doors do not open into walkways.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Clear walkways exist around all furniture.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Telephone lines, electrical cords, and extension wires are secured under a desk or alongside baseboard.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Floor surfaces are clean, dry, level, and free of worn or frayed seams.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Carpets are well secured to the floor, and free of frayed or worn seams.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. A fire extinguisher is in the workspace or easily accessible.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. All furniture to be used for telework is secure and sturdy.	<input type="checkbox"/> Yes <input type="checkbox"/> No

I acknowledge I inspected the telework location and the physical safety thereof is in accordance with this attachment. I agree to maintain the workspace to be utilized at the telework location free of safety and fire hazards, but in no case shall the telework location fail to meet the physical safety requirement set forth in this appendix. Any exceptions to the requirements set forth in this attachment shall be approved by the agency director or designee.

Employee Signature and ID Number

Date

cc: Employee
Supervisor
Human Resources