

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 | | | |
| All electrical plugs, cords, outlets and panels are in good condition with no | | | |

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|--|-----|----|----------|
| 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: