



Safety Checklist for Telecommuters

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The City will provide each telecommuter with a safety checklist that must be completed at least twice per year.

General	Yes	No
1. Workspace is away from noise, distractions, and is devoted to your work needs.		
2. Workspace accommodates workstation, equipment, and related materials.		
3. Floors are clear and free from hazards.		
4. File drawers are not top-heavy and do not open into walkways.		
5. Cords are secured under a desk or along wall, and away from heat sources.		
6. Temperature, ventilation, and lightning are adequate.		
Comments:		

Fire Safety	Yes	No
1. There is a working smoke detector in the workplace area.		
2. Walkways aisles, and doorways are unobstructed.		
3. Workspace is kept free of trash, clutter, and flammable liquids.		
4. You have an evacuation plan, so you know what to do in the event of a fire.		
Comments:		

Electrical Safety	Yes	No
1. Sufficient electrical outlets are accessible.		
2. Computer equipment is connected to a surge protector.		
3. All electrical plugs, cords, outlets, panels are in good condition. No exposed/damaged wiring.		
4. Equipment is turned off when not in use.		
Comments:		

Computer Workstation	Yes	No
1. There is sufficient light for reading.		
2. There is space to rest the arms while not keying.		
3. The computer screen is free from noticeable glare.		
4. There is enough leg room at your desk.		
5. Your feet are on the floor or adequately supported by a footrest.		
6. Your back is adequately supported by a backrest.		
7. Is your chair adjustable?		
Comments:		

Other Safety/Security Measures	Yes	No
1. Files and data are secure.		
2. Materials and equipment are in a secure place that can be protected from damage and misuse.		
Comments:		

Employee Printed Name

Supervisor Printed Name

Employee Signature

Supervisor Signature