

# Remote Office Safety Checklist

<b>General</b>		<b>Yes</b>	<b>No</b>
<b>1</b>	Workspace is away from noise, distractions, and is devoted to your work needs?		
<b>2</b>	Workspace accommodates workstation, equipment, and related material?		
<b>3</b>	Floors are clear and free from hazards?		
<b>4</b>	File drawers are not top-heavy and do not open into walkways?		
<b>5</b>	Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?		
<b>6</b>	Temperature, ventilation, and lighting are adequate?		
<b>7</b>	All stairs with four or more steps are equipped with handrails?		
<b>8</b>	Carpets are well secured to the floor and free of frayed or worn seams?		
<b>Fire Safety</b>		<b>Yes</b>	<b>No</b>
<b>1</b>	There is a working smoke detector in the workspace area?		
<b>2</b>	A home multi-use fire extinguisher, which you know how to use, is readily available?		
<b>3</b>	Walkways aisles, and doorways are unobstructed?		
<b>4</b>	Workspace is kept free of trash, clutter, and flammable liquids?		
<b>5</b>	All radiators and portable heaters are located away from flammable items?		
<b>6</b>	You have an evacuation plan, so you know what to do in the event of a fire?		
<b>Electrical Safety</b>		<b>Yes</b>	<b>No</b>
<b>1</b>	Sufficient electrical outlets are accessible?		
<b>2</b>	Computer equipment is connected to a surge protector?		
<b>3</b>	Electrical system is adequate for office equipment?		
<b>4</b>	All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
<b>5</b>	Equipment is placed close to electrical outlets?		
<b>6</b>	Extension cords and power strips are not daisy chained and no permanent extension cord is in use?		
<b>7</b>	Equipment is turned off when not in use?		

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<b>Computer Workstation</b>		<b>Yes</b>	<b>No</b>
<b>1</b>	Chair casters (wheels) are secure, and the rungs and legs of the chair are sturdy?		
<b>2</b>	Chair is adjustable?		
<b>3</b>	Your back is adequately supported by a backrest?		
<b>4</b>	Your feet are on the floor or adequately supported by a footrest?		
<b>5</b>	You have enough leg room at your desk?		
<b>6</b>	There is sufficient light for reading?		
<b>7</b>	The computer screen is free from noticeable glare?		
<b>8</b>	The top of the screen is at eye level?		
<b>9</b>	There is space to rest the arms while not keying?		
<b>Other Safety/Security Measures</b>		<b>Yes</b>	<b>No</b>
<b>1</b>	Files and data are secure?		
<b>2</b>	Materials and equipment are in a secure place that can be protected from damage and misuse?		
<b>3</b>	You have an inventory of all equipment in the office including serial numbers?		
<b>4</b>	If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?		