

SAFETY CHECKLIST

#	General	Yes	No
1	Workspace is away from noise, distractions, and is devoted to your work needs?		
2	Workspace accommodates workstation, equipment, and related material?		
3	Floors are clear and free from hazards?		
4	File drawers are not top-heavy and do not open into walkways?		
5	Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?		
6	Temperature, ventilation, and lighting are adequate?		
7	All stairs with four or more steps are equipped with handrails?		
8	Carpets are well secured to the floor and free of frayed or worn seams?		

#	Fire Safety	Yes	No
1	There is a working smoke detector in the workspace area?		
2	A home multi-use fire extinguisher, which you know how to use, is readily available?		
3	Walkways, aisles, and doorways are unobstructed?		
4	Workspace is kept free of trash, clutter, and flammable liquids?		
5	All radiators and portable heaters are located away from flammable items?		
6	You have an evacuation plan so you know what to do in the event of a fire?		

#	Electrical Safety	Yes	No
1	Sufficient electrical outlets are accessible?		
2	Computer equipment is connected to a surge protector?		
3	Electrical system is adequate for office equipment?		
4	All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
5	Equipment is placed close to electrical outlets?		
6	Extension cords and power strips are not daisy chained and no permanent extension cord is in use?		

SAFETY CHECKLIST

7	Equipment is turned off when not in use?		
---	--	--	--

#	Computer Workstation	Yes	No
1	Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?		
2	Chair is adjustable?		
3	Your back is adequately supported by a backrest?		
4	Your feet are on the floor or adequately supported by a footrest?		
5	You have enough leg room at your desk?		
6	There is sufficient light for reading?		
7	The computer screen is free from noticeable glare?		
8	The top of the screen is at eye level?		
9	There is space to rest the arms while not keying?		

#	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?		
3	You have an inventory of all equipment in the office including serial numbers?		
4	If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?		



One University. A World of Experiences.

SAFETY CHECKLIST

Telework Safety Checklist

- Hybrid Telework
- Regular Telework

(Signatures Required)

Employee Signature

Date

Department Head Signature

Date

Vice President Signature

Date

Human Resources Representative Signature

Date

Approved **Denied**

Comments: