

Telework Site Safety Checklist

The following checklist is designed to assess the overall safety and readiness of your Telework Site.

A. WORKPLACE ENVIRONMENT

1. Are temperature, noise, ventilation, and lighting levels appropriate for your health and adequate for maintaining your normal level of job performance? Yes ___ No ___
2. Is all electrical equipment free of recognized hazards that would cause physical harm (e.g., frayed, exposed or loose wires)? Yes ___ No ___
3. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes ___ No ___
4. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? Yes ___ No ___
5. Is the office space neat, clean, and free of combustibles? Yes ___ No ___

B. COMPUTER WORKSTATION

1. Is your chair adjustable? Yes ___ No ___
2. Is your back adequately supported by a backrest? Yes ___ No ___
3. Are your feet on the floor or fully supported by a footrest? Yes ___ No ___
4. Are you satisfied with the placement of your monitor and keyboard? Yes ___ No ___
5. Is it easy to read the text on your screen? Yes ___ No ___
6. Do you have enough leg room at your desk? Yes ___ No ___
7. Is the monitor free from noticeable glare? Yes ___ No ___
8. Is the top of the monitor eye level? Yes ___ No ___
9. Is there space to rest the arms while not keying? Yes ___ No ___
10. When keying, are your forearms close to parallel with the floor? Yes ___ No ___
11. Are your wrists fairly straight when keying? Yes ___ No ___
12. Are your computer and peripherals protected by a surge protector? Yes ___ No ___

Your name: _____

Phone: _____

Email address: _____

**Please attach this form to your Telework Agreement and submit it to:
???**