

Telecommute Office Safety Inspection Checklist

Instructions: This checklist addresses responsibilities and possible safety hazards which may be present in a telework/remote location. This form is to be completed by the supervisor and the employee who is approved with a remote telecommute agreement. To complete the checklist, employee interviews and some records review will occur. Upon completion, the form is provided to all managers and supervisors at the work location and one copy is provided to the safety coordinator. For any items checked "Unsatisfactory", an explanation must be provided on an attached sheet.

Inspection Location

Department

Address

Housekeeping

Satisfactory

Unsatisfactory

N/A

1. Floors are free of litter and spilled liquids (water, pens, paper, etc.)

2. Floor and desk area free of cords, boxes, general clutter, chairs and other tripping hazards

3. Desks or file drawers are closed when not in use and only one drawer is used at a time

Ergonomics/Environmental matters

Satisfactory

Unsatisfactory

N/A

1. All office equipment is being used correctly

2. Employees are properly positioned at their desk and maintain good neutral posture

3. Employees are using their home desk efficiently and avoiding stretching or reaching for objects placed far away

4. The home desk area is well lit, and the lights are functioning properly.

5. Home office can maintain confidentiality for all University business matters.

6. The home office is quiet and suited for conducting University business matters.

7. Home internet is functioning properly, has appropriate bandwidth, and remote work can be completed without disruption.

Electrical

Satisfactory

Unsatisfactory

N/A

1. Electrical devices are to standard

2. All extension cords are in good condition and are not frayed

3. Extension cords are not being used as permanent wiring

COMMENTS:

Supervisor name(s)

Date