

## Telework Agreement home office safety checklist

### Employee Information

Employee Name	Supervisor	Date
Telework Address (including City, State, and ZIP)		
Description of Work Area		

### Telework Safety Criteria Checklist

This checklist is designed to assess the safety of the telework home office site. Telework participants should inspect their desired work site and determine that all safety criteria are met.

- |  |   |
|--|---|
| Yes <input type="checkbox"/> No <input type="checkbox"/> Work space is free from excessive noise.  | Yes <input type="checkbox"/> No <input type="checkbox"/> Phone lines, electrical cords, and extension wires are secured under a desk or along a baseboard.                      |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Adequate lighting (side or rear) is provided at the work station.   | Yes <input type="checkbox"/> No <input type="checkbox"/> A working fire extinguisher is located nearby and smoke detectors are installed.                                       |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Electrical equipment is free of recognized hazards that could cause physical harm (frayed wires running through walls, exposed wires fixed to the ceiling). | Yes <input type="checkbox"/> No <input type="checkbox"/> Files and data are secure.   |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Electrical system is adequate for office equipment.   | Yes <input type="checkbox"/> No <input type="checkbox"/> First aid supplies are readily accessible and adequate.  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Electrical equipment is grounded.   | Yes <input type="checkbox"/> No <input type="checkbox"/> Office furniture and equipment are ergonomically correct.  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Surge protectors are utilized.  | Yes <input type="checkbox"/> No <input type="checkbox"/> Work materials and equipment are in a secure place that can be protected from damage or misuse.                        |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Aisles, doorways, and floors are free of obstructions to permit visibility and movement.  | Yes <input type="checkbox"/> No <input type="checkbox"/> Security requirements are in place to protect confidentiality and security of agency information and computer systems. |
| Yes <input type="checkbox"/> No <input type="checkbox"/> There is an exit that allows prompt exiting.  |   |

### Employee Acknowledgement

I hereby certify that this Telework Home Office Safety Checklist is complete and true.

Employee signature \_\_\_\_\_

Date \_\_\_\_\_