

Town of Clarkdale Remote Workspace Safety Checklist

This checklist outlines areas and items that should be evaluated prior to telecommuting to ensure the home-based workspace is safe, ergonomically suitable, and free from recognized hazards. The employee must evaluate each item on the list, then sign/date confirming completion of the checklist and understanding of the teleworking safety requirements as outlined on this form.

Name of Teleworker:	Phone number:
Worksite Street Address, City, State, Zip:	
Briefly define and describe the designated work area:	

GENERAL

- Floors are clear and free of hazards
- Office space neat, clean and free of excessive amounts of combustibles
- Work area is reasonably quiet and free of distractions
- Work area free of any object that could fall on employee
- Cords, cables and other items arranged to prevent a tripping hazard
- All confidential files and data can be secured and inaccessible to non-Town employees
- Work area is well ventilated and heated/cooled to provide worker comfort

FIRE SAFETY

- Emergency exit identified and walkways, aisles, and doorways are unobstructed
- Working smoke detector covering the designated workspace
- Combustible materials located at least 3' from radiators, portable heaters, or other heat sources

ELECTRICAL SAFETY

- Computer equipment is connected to a surge protector
- Electrical system is adequate for office equipment
- All electrical plugs, cords, outlets and panels in good condition
- Extension cords and power strips not overextended and are plugged directly into an outlet
- Electrical outlets are grounded with three-pronged plugs
- Sufficient ventilation for electrical components

WORKSTATION ERGONOMICS

- Chair is sturdy and in in good condition.
- When keying, forearms close to parallel with the floor
- Monitor is roughly arm's length from eyes, with top of screen slightly below eye level
- Feet reach the floor when seated, or are fully supported by a footrest
- Back adequately supported by the backrest
- Monitor screen free from noticeable glare throughout the day

I have reviewed and understand the items outlined in this checklist and will maintain safety conditions as described above.

Employee Signature

Date