



SAFETY CHECKLIST FOR TELECOMMUTING AGREEMENTS

SE4045

Employee Name

Employee ID Number

Employee Title

Department

YES	NO	GENERAL SAFETY & SECURITY
		Is the workspace away from noise, distractions and is it devoted to your work needs?
		Does the workspace accommodate a workstation, equipment, and related material?
		Are the floors clear and free from hazards?
		File drawers do not open into hallways, and heaviest items are in lower drawers?
		Are phone lines and electrical cords secured and away from heat sources?
		Are the temperature, ventilation, and lighting adequate?
		Do all stairs or steps greater than four (4) have handrails?
		Are carpets well secured to the floor and free of frayed or worn seams?
		Are files and data secure?
		Are materials and equipment secure and protected from damage and misuse?
		Do you have an inventory of all equipment in the office, including serial numbers?
YES	NO	FIRESAFETY
		Is there a working fire extinguisher and smoke detector in the workspace area?
		Are walkways, hallways, and doorways unobstructed?
		Is the workspace free of trash, clutter, and flammable liquids?
		Are radiators and/or portable heaters located away from flammable items?
		Do you have an evacuation plan in place in the event of a fire?
YES	NO	ELECTRICAL SAFETY
		Are there sufficient electrical outlets available and are they accessible?
		Is computer equipment properly connected to a surge protector?
		Is the electrical system adequate for office equipment?
		Are all electrical plugs, cords, outlets, and panels in good condition?
		Is equipment spaced away from electrical outlets?
		Are extension cords and power strips properly in place and are not "daisy chained?"
		Is equipment turned off when not in use?
YES	NO	COMPUTER WORKSTATION
		Is the chair sturdy and are all wheels (if any) secured?
		Does your chair provide adequate (ergonomic) support?
		Are your feet flat on the floor or adequately supported by a footrest?
		Do you have enough leg room at your workstation?
		Is there sufficient light for reading?
		Is the computer screen free from noticeable glare?
		Is the top of the screen at eye level?
		Is the computer networked with MCOE, to ensure regular updates and security?

Employee's Signature

Date

Manager's Signature

Date

Manager: Attach this document and photographic evidence and submit with the Telecommuting Agreement. Subsequent annual checklists are to be retained by the manager and available upon request.