

## **Alternative Work Environment Safety Checklist for Employees - Pilot**

Your safety remains our top priority when working from home. Please complete this checklist to identify any hazards in your home-based workspace. Our goal is to correct any safety risks. Evaluate each item on this checklist. Check each item that is not a risk.

When you have completed this checklist, sign and date it to confirm your understanding of this alternative work agreement. Please give a copy to the General Manager or designate.

Please Print

Employees name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

### **Checklist**

#### **Housekeeping**

- ☐ Floors are clear and free of tripping hazards
- ☐ Office space is neat, clean and free of excessive combustibles
- ☐ Work area is reasonably quiet and free of distractions
- ☐ Cords, cables and other items are secured to prevent a tripping hazard
- ☐ Phone lines and electrical cords are secured under desk or along a wall, away from heat source
- ☐ Your house is equipped with a smoke and carbon monoxide detector

#### **Fire Safety**

- ☐ Walkways, aisles and doorways are clear and unobstructed
- ☐ Fire extinguisher is quickly accessible
- ☐ Do you have an exit from your workspace
- ☐ Work area is kept free of flammables liquids, trash and clutter
- ☐ Combustible materials are kept at least 3 ft from radiator, portable heaters or other heat sources

#### **Electrical Safety**

- ☐ All electrical office equipment is plugged into a grounded outlet with three-pronged plugs
- ☐ Power cords are surge protected and in good working condition
- ☐ All plugs, cords, outlets and panels are in good condition
- ☐ Electrical switches, outlets, receptacles and junction boxes are covered with plates

**Ergonomic Safety**

- ☐ Desk chair is in good condition, adjustable and I know how to adjust it. No loose wheels or castors or broken hardware components
- ☐ Monitor should be set up with your eye level at the top of your tool bar area on your monitor
- ☐ Keyboard and mouse should be placed directly in front of you, forearms parallel with the floor at elbow height
- ☐ Wrist straight on home row
- ☐ Seat should be adjusted to sit in a natural posture
- ☐ Back is fully supported by chair or lumbar support
- ☐ Feet fully supported on floor
- ☐ Lighting is directly towards the side or behind line of vision, not in front or above

**Overall Safety**

- ☐ All stairs with four or more steps have a sturdy handrail
- ☐ Have emergency phone numbers readily available (police, fire, ambulance)
- ☐ First aid kit readily available
- ☐ Files and data are secured

**Note:/Concerns (please describe)**

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I, the Employee, will designate a specific workspace and will maintain it in a safe condition, free from hazards and other dangers to people and equipment. I understand that failure to maintain this workspace may result in termination of the alternative work arrangement. I have reviewed and understood all items on this checklist.

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Employee signature

Date