



Teleworker Home Office Safety Checklist

GENERAL

- ☐ Workspace is away from noise, distractions, and is devoted to work needs.
- ☐ Workspace accommodates workstation, equipment, and related material.
- ☐ Floors are clear and free from hazards.
- ☐ File drawers are not top-heavy.
- ☐ Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources.
- ☐ Temperature, ventilation, and lighting are adequate.
- ☐ All stairs with four or more steps are equipped with handrails.
- ☐ Carpets are well secured to the floor and free of frayed or worn seams.
- ☐ Files and data are secure.
- ☐ Materials and equipment are in a secure place that can be protected from outside view, theft or damage/misuse.

FIRE SAFETY

- ☐ There is a working smoke detector in or near the workspace area.
- ☐ A home multi-use fire extinguisher, which I know how to use, is readily available.
- ☐ Walkways, EXITS, aisles and doorways are unobstructed.
- ☐ Workspace is kept free of trash, clutter, and flammable liquids.
- ☐ All radiators and portable heaters are located away from flammable items.
- ☐ Emergency evacuation plan is in place.

ELECTRICAL SAFETY

- ☐ Sufficient electrical outlets are accessible.
- ☐ Computer equipment is connected to a surge protector.
- ☐ Electrical system is adequate for office equipment.
- ☐ All electrical plugs, cords, outlets, and panels are in good condition
- ☐ No frayed/exposed/damaged wiring.
- ☐ Extension cords and power strips are not daisy chained and no permanent extension cord is in use.
- ☐ Equipment is turned off when not in use.

COMPUTER WORKSTATION

- ☐ Workstation equipment (e.g., desk and chair) is sturdy.
- ☐ Adequate leg room and knee clearance under desk.
- ☐ There is sufficient light for reading and screen viewing.
- ☐ The computer screen is free from noticeable glare.
- ☐ If a headset is not available, the speaker phone is used and the receiver is not cradled in neck/shoulder.
- ☐ Equipment and computer accessories are positioned using ergonomic guidelines. Refer to company resources or <https://www.osha.gov/SLTC/etools/computerworkstations/index.html>.