



safety checklist

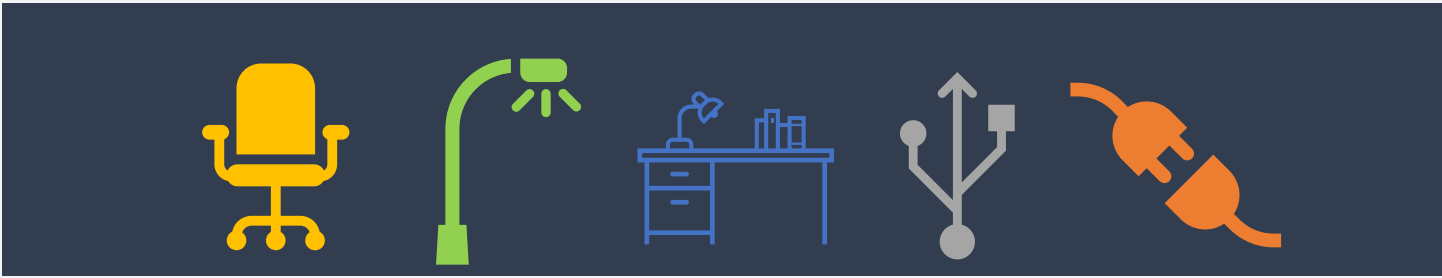


safety checklist for home office

The following checklist will assist employees in setting up a safe and ergonomic home office.

Employees

- +** an easy-to-follow checklist to assist in setting up a safe and effective home office



ergonomics and safety checklist

1. Do you have proper overhead lighting?
 - Yes
 - No
2. Is all electrical equipment free of recognized hazards that could cause physical harm (frayed wires running through walls, exposed wires fixed to the ceiling)?
 - Yes
 - No
3. Are surge protectors properly installed?
 - Yes
 - No
4. Are aisles, doorways, and floors free of obstructions to permit visibility and movement?
 - Yes
 - No
5. Is there an exit that allows prompt exiting?
 - Yes
 - No
6. Are phone lines, electrical cords and extension wires secured under a desk or along a baseboard?
 - Yes
 - No
7. Is a working fire extinguisher located nearby?
 - Yes
 - No
8. Are working smoke detectors installed at the worksite?
 - Yes
 - No
9. Are files and data secure?
 - Yes
 - No
10. Is your work area (desk) at least 23 in. deep?
 - Yes
11. Are there security requirements in place to protect confidentiality and security of company information and computer systems?
 - Yes
 - No
12. Do you have a dedicated workspace that is quiet and secure?
 - Yes
 - No
13. Does your dedicated workspace measure at least 6 by 6 ft.?
 - Yes
 - No
14. Does your desk height adjust between 22 and 48 in.?
 - Yes
 - No
15. Do you have an ergonomically designed chair?
 - Yes
 - No
16. Do you have noise cancelling headphones or a headset?
 - Yes
 - No
17. Do you have a full-size external monitor, keyboard, and mouse rather than solely using a laptop computer?
 - Yes
 - No

Employees should use the laptop as a 'monitor only' and raise the monitor on a docking station, laptop stand, books, monitor stands, etc. and at the very least, attach an external keyboard and mouse. Laptops by themselves are not ergonomically designed and the duration an employee uses only a laptop as their sole computer should be limited. Employees are recommended to use an ergonomic keyboard and mouse where necessary.