



WORK FROM HOME CHECKLIST

Maintaining a safe home office is the responsibility of the telecommuter. The following checklist is designed to assist in assessing the overall safety of an alternative worksite.

WORKSPACE ESSENTIALS

- Set aside a work area in your home that is separate from the rest of your life.
 - Ensure workspace accommodates workstation, equipment, and related material.
 - Choose a workspace with plenty of natural light.
 - Structure your day. Set yourself regular working hours and stick to them. Take regular breaks.
 - Always power down computers at the end of the workday.
 - Switch off at the end of the day. Do not be tempted to check your email after the working day has finished.
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GENERAL SAFETY

- Keep floors clear and free from hazards and inspect them regularly.
 - Arrange file cabinets and bookshelves away from walkways and ensure they do not become top-heavy.
 - Secure electrical and phone cords under the desk and away from heat sources.
 - Make sure lighting, temperature and ventilation are adequate in your workspace.
 - Ensure carpets and rugs are not frayed or worn and are secured to the floor.
 - Have first-aid supplies readily available.
 - Keep workspace free of trash and clutter.
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FIRE SAFETY

- Check smoke detectors and carbon monoxide detectors regularly and ensure they are operating correctly.
 - Ensure fire extinguishers are easily accessible, inspected regularly and serviced as needed.
 - Clear obstructions from doorways and walkways.
 - Store and place portable heaters away from flammable materials
 - Develop a fire evacuation plan and practice it periodically.
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ELECTRICAL

- Make sure electrical outlets are sufficient and accessible
- Ensure surge protectors are properly used and in good condition.
- Check panels, outlets, cords and plugs periodically to make sure they are in good condition.