

Attachment 4

Telework Site Safety Inspection Checklist

No.	Safety Item	YES	NO
1	The alternate work site is reasonably quiet		
2	All stairs with 4 or more steps have handrails		
3	Electrical equipment is free of recognized hazards that would cause physical harm such as frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling		
4	Electrical outlets are 3 pronged (grounded)		
5	Aisles, doorways and corners are free of obstructions to permit visibility and movement		
6	File cabinets and storage closets are arranged so that drawers and doors do not open in to walkways		
7	Work chair provides proper support. It should be adjustable for height, seat tilt, and have armrests. The base should provide movement with minimal effort while keeping the chair and occupant from falling or tipping.		
8	Frequently used objects (phone, reference materials) should be within easy reach to prevent repetitive stretching and/or turning		
9	Monitors should be at eye level and about 18-24 inches away		
10	When using the keyboard and mouse shoulders should be relaxed with the upper arms resting at your sides. Hands should be in neutral position level with the wrists.		
11	Phone lines, electrical cords and extension wires are secured under the a desk or alongside the baseboard		
12	Floor surfaces are clean, dry, level, and free or worn or frayed seams. Carpets are secured to the floor.		
13	The alternate work site is adequately ventilated		