

## Work Away

### Work Space Self-Certification Checklist and Safety Guidelines for the Telework Location

Employee Name \_\_\_\_\_

Division \_\_\_\_\_ Agency \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Designated Telework Location \_\_\_\_\_

Telework Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telework Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Dear Teleworker:

The following checklist is designed to assess the overall safety of your alternate worksite. The checklist is necessary to make you aware of the need for a safe workplace that is conducive for productive work. The safety guidelines are to provide you with information to assist you with maintenance of your telework location. Please read and complete the information regarding the designated work area. Discuss with your supervisor if you have questions.

Please complete the following about the designated work area.	Yes	No
Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?		
Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?		
Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?		
Is the office space neat, clean, and free of excessive amounts of combustibles?		

## Safety Guidelines for the Telework Location

Participating employees should use these recommended guidelines to assist them in a survey of the overall safety and adequacy of their alternate worksite. The following recommendations do not encompass every situation that may be encountered. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites.

1. Always report accidents and injuries immediately to your supervisor.
2. Develop and practice a fire evacuation plan for use in the event of an emergency.
3. Check your smoke detectors regularly and replace batteries as recommended.
4. Always have a working fire extinguisher at your telework location and check the charge as recommended.
5. Computers are heavy. Always place them on sturdy, level, well maintained furniture.
6. Take the following into consideration when locating your computer:
  - Place the monitor where there will not be any noticeable glare from windows or lighting.
  - Place the monitor at a comfortable height for viewing.
  - Locate the computer keyboard and mouse at a height that does not cause wrist strain.
  - Use a surge protector and make sure all cables are grounded.
7. Always power down computers after the workday is over and always turn off all electrical equipment during thunderstorms.
8. Choose office chairs that provide good supporting backrests and allow adjustments to fit you comfortably.
9. Locate computers, phones and other electrical equipment in a manner that keeps power cords out of walkways.
10. Keep your work area clean and avoid clutter, which can cause fire and tripping hazards.

I certify that my responses to the checklist are true and complete to the best of my knowledge. I understand that any erroneous, misleading, or fraudulent information is sufficient grounds for my preclusion from teleworking. I have read the Safety Guidelines for the Telework Location and have discussed any concerns with my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date