



Home Office Safety Checklist **(Applies to Distributed Office spaces only)**

Every employee approved for distributed workplace must complete the checklist [HERE](#)

The form submission must be completed once for any permanent distributed office space during employment. If you relocated spaces, please complete a new form.

General Safety Checklist

- ✓ Computer and/or equipment is on sturdy, level, and well-maintained furniture (RECOMMENDED)
- ✓ A sturdy, adjustable chair that provides good support is available (RECOMMENDED)
- ✓ Adequate lighting is available for assigned tasks (RECOMMENDED)
- ✓ Office Space is free of tripping hazards. (REQUIRED)
 - Office (including doorways) is free of obstructions to permit visibility and movement.
 - File cabinets and storage closets (if applicable) are arranged so drawers and doors do not open into walkways.
 - Phone lines, electrical cords, and surge protectors are secured and not in walkways.
- ✓ Temperature, ventilation, and noise levels are adequate for maintaining a home office. (RECOMMENDED)
- ✓ If material containing asbestos is present, it is in good condition. (RECOMMENDED)
- ✓ Do not allow non-County employees to operate or repair County owned equipment (REQUIRED)
- ✓ Always keep County files and information in a secure place and do not advertise home office to others. (REQUIRED)
- ✓ Always report accidents and injuries immediately to supervisors. (REQUIRED)

Fire Safety Checklist

- ✓ Smoke Detector(s) in or near the workspace (RECOMMENDED)
- ✓ Fire Extinguisher is available for use (RECOMMENDED)
- ✓ Office space is free of an excessive number of combustibles, floors are in good repair, and carpets are well secured. (RECOMMENDED)

Electrical Safety Checklist

- ✓ Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc. (REQUIRED)
- ✓ Electrical systems allow for grounding of electrical equipment (three-prong receptacles) and surge protectors are in use for Computers and Printers. (REQUIRED)

Employees should contact their supervisor about specific concerns with their distributed workspace office.

Employees may be contacted by Risk Management and/or Human Resources to review any information provided.