



## Telework Safety Checklist

*Please complete the checklist below to confirm your remote workspace meets basic safety, ergonomic, and security standards. This checklist supports a safe and effective telework environment. Discuss any issues or concerns with your supervisor.*

### General

- ☐ My workspace is free from noise, distractions, and is designated to work use.
- ☐ The workspace accommodates my workstation, equipment, and related material.
- ☐ Floors are clear and free of tripping hazards.
- ☐ File drawers are not top-heavy and do not block walkways when opened.
- ☐ Temperature, ventilation, and lighting are adequate.
- ☐ Stairs with four or more steps have secure handrails.
- ☐ Carpets are properly secured and free of frayed or worn seams.

### Fire Safety

- ☐ A working smoke detector is installed in the workspace.
- ☐ A fire extinguisher is ready and available, and I know how to use it.
- ☐ The workspace is kept free of obstructions, clutter, and flammable materials.
- ☐ Radiators and portable heaters are positioned away from flammable items.
- ☐ I have an emergency evacuation plan in place.

### Electrical Safety

- ☐ Computer equipment is connected to a surge protector.
- ☐ The electrical system can support all required office equipment.
- ☐ Plugs, cords, outlets, and electrical panels are in good condition.
- ☐ Equipment is positioned close to electrical outlets.
- ☐ Power strips and extension cords are not daisy chained.
- ☐ Cords are secured and routed away from heat sources and walkways.

### Ergonomics

- ☐ My chair supports good posture and ergonomics.
- ☐ My back is supported by the chair backrest.
- ☐ My feet rest flat on the floor or on a footrest.
- ☐ I have sufficient leg room under my desk.
- ☐ My keyboard is at a comfortable height.
- ☐ Lighting is adequate for reading and screen use.
- ☐ The computer screen is free from glare.

- ☐ The top of the screen is at or just below eye level.

### **Security Measures**

- ☐ City Files, data and systems are secure from unauthorized access.
- ☐ Materials and equipment are protected from damage, theft or misuse.
- ☐ I maintain an inventory of City-owned equipment, including serial numbers.

I confirm that my remote workstation complies with the checklist items above. I also understand this list is not exhaustive, and I will take reasonable steps to identify and mitigate any safety or security risks in my remote work environment.

### **Employee Acknowledgment**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_