



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: _____