Sample Remote Workplace Safety Checklist

Just as employers maintain a safe work environment in the workplace, it is important for both employers and teleworkers to ensure that same level of safety in a home office or other remote worksite. The following checklist, developed by the U.S. Office of Personnel Management, provides a helpful starting point for reviewing the overall safety of a remote work space:

General Workspace Considerations

- ☐ Workspace is away from noise, distractions, and is devoted to your work needs?
- ☐ Workspace accommodates workstation, equipment, and related material?
- ☐ Floors are clear and free from hazards?
- ☐ File drawers are not top-heavy and do not open into walkways?
- ☐ Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?
- ☐ Temperature, ventilation, and lighting are adequate?
- ☐ All stairs with four or more steps are equipped with handrails?
- ☐ Carpets are well secured to the floor and free of frayed or worn seams?

Fire Safety

- ☐ There is a working smoke detector in the workspace area?
- ☐ A home multi-use fire extinguisher, which you know how to use, is readily available?
- ☐ Walkways aisles, and doorways are unobstructed?
- ☐ Workspace is kept free of trash, clutter, and flammable liquids?
- ☐ All radiators and portable heaters are located away from flammable items?
- ☐ You have an evacuation plan so you know what to do in the event of a fire?

Electrical Safety

- ☐ Sufficient electrical outlets are accessible?
- ☐ Computer equipment is connected to a surge protector?
- ☐ Electrical system is adequate for office equipment?
- ☐ All electrical plugs, cords, outlets, and panels are in good condition, with no exposed/ damaged wiring?
- ☐ Equipment is placed close to electrical outlets?
- ☐ Extension cords and power strips are not daisy chained, and no permanent extension cord is in use?
- ☐ Equipment is turned off when not in use?

Computer Workstation

- ☐ Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?
- ☐ Chair is adjustable?
- ☐ Your back is adequately supported by a backrest?
- ☐ Your feet are on the floor or adequately supported by a footrest?
- ☐ You have enough leg room at your desk?
- ☐ There is sufficient light for reading?
- ☐ The computer screen is free from noticeable glare?
- ☐ The top of the screen is at eye level?
- ☐ There is space to rest the arms while not keying?

Other Safety/Security Measures

- ☐ Materials and equipment are in a secure place that can be protected from damage and misuse?
- ☐ You have an inventory of all equipment in the office, including serial numbers?
- ☐ If applicable, you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?

Source: U.S. Office of Personnel Management. *Telework Employees: Safety Checklist* (as viewed on 2020, May 4). https://www.telework.gov/federal-community/telework-employees/safety-checklist/.