

Enclosure 5

TMD Form 1402.02-3 Telework Safety Checklist

The following checklist is designed to assess the overall safety of the alternative worksite/telework site (for At-home teleworkers). Please read and complete the self-certification safety checklist.

Employee Name: _____
(Last Name, First Name, Middle Initial)

Directorate/Division: _____ Branch/Section/Unit: _____

Pay Plan/Grade: _____ Series-Band: _____

Position Title: _____

Supervisor Name/Title: _____

Directorate OIC Name/Title: _____

Item #	General	Yes	No
1	Workspace is away from noise, distractions, and is devoted to your work needs?		
2	Workspace accommodates workstation, equipment, and related material?		
3	Floors are clear and free from hazards?		
4	File drawers are not top-heavy and do not open into walkways?		
5	Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?		
6	Temperature, ventilation, and lighting are adequate?		
7	All stairs with four or more steps are equipped with handrails?		
8	Carpets are well secured to the floor and free of frayed or worn seams?		
9	Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?		
10	Chair is adjustable?		
11	Your back is adequately supported by a backrest?		
12	Your feet are on the floor or adequately supported by a footrest?		
13	You have enough leg room at your desk?		
14	There is sufficient light for reading?		
15	The computer screen is free from noticeable glare?		
16	The top of the screen is at eye level?		
17	There is space to rest the arms while not keying?		
Fire Safety			
18	There is a working smoke detector in the workspace area?		
19	A home multi-use fire extinguisher, which you know how to use, is readily available?		
20	Walkways aisles, and doorways are unobstructed?		

21	Workspace is kept free of trash, clutter, and flammable liquids?		
22	All radiators and portable heaters are located away from flammable items?		
23	You have an evacuation plan so you know what to do in the event of a fire?		
Electrical Safety			
24	Sufficient electrical outlets are accessible?		
25	Computer equipment is connected to a surge protector?		
26	Electrical system is adequate for office equipment?		
27	All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
28	Equipment is placed close to electrical outlets?		
29	Extension cords and power strips are not daisy chained and no permanent extension cord is in use?		
30	Equipment is turned off when not in use?		
Other Safety/Security Measures			
31	Files and data are secure?		
32	Materials and equipment are in a secure place that can be protected from damage and misuse?		
33	You have an inventory of all equipment in the office including serial numbers?		
34	If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?		