



### SAFETY CHECKLIST

(To be completed by the employee)

As a home telecommuter, you are responsible for providing a safe, hazard free work environment. This form is intended to assist your safety check of your home workstation by listing general areas and items to be inspected. Look for other potentially unsafe conditions too.

#### REVIEW SAFETY CONDITIONS IN YOUR HOME FOR THE FOLLOWING:

##### Fire Protection:

Yes	No	
___	___	Smoke Alarm
___	___	Fire Extinguisher
___	___	Clear access to fire extinguisher

##### Emergency Procedures:

Yes	No	
___	___	Evacuation plans established
___	___	First aid supplies adequate

##### Electrical:

Yes	No	
___	___	Extension cords in good condition: outlets not overloaded
___	___	Electrical equipment and tools properly maintained
___	___	Fuse box clearly accessible and properly labeled
___	___	No electrical cord tripping hazards
___	___	Surge protection for electrical equipment
___	___	Sufficient ventilation for electrical components

##### Household:

Yes	No	
___	___	Heating/air conditioning in good repair
___	___	Household appliances in safe working order
___	___	Uncluttered work environment

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Employee's Signature Date of inspection

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Supervisor's Signature Date