

**APPENDIX B  
TELEWORK SAFETY CHECKLIST**

#	GENERAL	YES	NO
1	Workspace is away from noise, distractions, and devoted to work needs?		
2	Workspace is sufficient size to accommodate equipment and related materials?		
3	Floors, walkways, and doorways are clear and unobstructed ?		
4	Phone lines, cables, and electrical cords are secured and away from heat sources?		
5	Temperature, ventilation, and lighting are adequate?		
#	<b>FIRE SAFETY</b>		
6	Working smoke detector is in workspace area?		
7	Multi-use fire extinguisher is readily available?		
8	Workspace is free of trash, clutter, and flammable liquids?		
9	Portable heaters are located away from flammable sources?		
10	Equipment is maintained and cleaned regularly?		
#	<b>ELECTRICAL SAFETY</b>		
11	Computer equipment is connected to a surge protector?		
12	No exposed/damage on wiring/plugs/outlets/switches?		
13	Equipment is turned off when not in use?		
14	No daisy chained extension cords or power strips? Equipment is located close to electrical outlets?		
#	<b>SECURITY SAFETY</b>		
15	Passwords are used and not shared?		
16	Files and data are secured and protected from damage, misuse, and theft?		
17	An inventory of equipment, including serial numbers, is available?		
18	Anti-virus software and virus definitions are kept up-to-date and regular scans are run?		
#	<b>PERSONAL SAFETY</b>		
19	Employee changes posture regularly?		
20	Proper workstation ergonomics are maintained:		
21	Back is supported with backrest?		
22	Feet on the floor or supported by footrest?		
23	Legroom is sufficient?		
24	Monitor screen is eye-level or below?		
25	Arms have space to rest when not typing?		
26	Aches/pains that arise as a result of computer use are monitored?		
27	Adequate first aid products are readily available?		