

Safety Home Office Environment Checklist

The following checklist must be completed before the beginning of home telework. All items shall be installed and/or maintained in accordance with guidelines established at the telework training.

Fire Protection

- Smoke Alarm/Detector (UL Approved)

I understand the smoke detector should be tested at the time of installation and will perform regular tests as directed by the equipment manufacturer.

- Fire Extinguisher - 2A10BC Rating
 Clear access to fire extinguisher

Emergency Procedures

- Pre-established evacuation plans
 First aid supplies including anti-microbial skin cleansers, hydrogen peroxide, alcohol preparation wipes, scissors, tweezers, eye clean solution, antibiotic ointment, ice pack, white gauze, triangular bandage, medical tape, adhesive and non-adhering dressings, and Ace bandage.

Electrical

- Electric cords in good condition
 Outlets not overloaded
 Electric equipment and tools properly maintained
 No electric cord tripping hazards
 Surge protection for computers, peripheral equipment, and fax machines
 Sufficient ventilation space for electrical components

I, _____, certify that my home office meets all of the above requirements.

<i>(Employee Signature)</i>	<i>(Date)</i>