



REMOTE WORK WORKSPACE SAFETY CHECKLIST

State Form 56975 (6-20)



Indiana State Personnel Department

OSHA's [Computer Workstation Checklist](#) may also be helpful in creating safe and comfortable computer workstations. Maintaining a safe home office is the employee's responsibility. The following checklist is designed to assess the overall safety of an alternative worksite. This checklist can be used by supervisors to develop agency-specific checklists. Employees should contact their supervisor to determine which checklist they should utilize. Employees are encouraged to discuss any safety concerns they have with their supervisors.

Name of employee

General		Yes	No
1.	Workspace is away from noise, distractions, and is devoted to your work needs.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Workspace accommodates workstation, equipment, and related material.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Floors are clear and free from hazards.	<input type="checkbox"/>	<input type="checkbox"/>
4.	File drawers are not top-heavy and do not open into walkways.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Telephone lines and electrical cords are secured under a desk or along the wall, and away from heat sources.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Temperature, ventilation, and lighting are adequate.	<input type="checkbox"/>	<input type="checkbox"/>
7.	All stairs with four (4) or more steps are equipped with handrails.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Carpets are well secured to the floor and free of frayed or worn seams.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety		Yes	No
9.	There is a working smoke detector in the workspace area.	<input type="checkbox"/>	<input type="checkbox"/>
10.	A home multi-use fire extinguisher, which you know how to use, is readily available.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Walkways, aisles, and doorways are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Workspace is kept free of trash, clutter, and flammable liquids.	<input type="checkbox"/>	<input type="checkbox"/>
13.	All radiators and portable heaters are located away from flammable items.	<input type="checkbox"/>	<input type="checkbox"/>
14.	An evacuation plan is in place so you know what to do in the event of a fire.	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Safety		Yes	No
15.	Sufficient electrical outlets are accessible.	<input type="checkbox"/>	<input type="checkbox"/>
16.	Computer equipment is connected to a surge protector.	<input type="checkbox"/>	<input type="checkbox"/>
17.	Electrical system is adequate for office equipment.	<input type="checkbox"/>	<input type="checkbox"/>
18.	All electrical plugs, cords, outlets, and panels are in good condition with no exposed or damaged wiring.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Equipment is placed close to electrical outlets.	<input type="checkbox"/>	<input type="checkbox"/>
20.	Extension cords and power strips are not daisy-chained and no permanent extension cord is in use.	<input type="checkbox"/>	<input type="checkbox"/>
21.	Equipment is turned off when not in use.	<input type="checkbox"/>	<input type="checkbox"/>
Computer Workstation		Yes	No
22.	Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy.	<input type="checkbox"/>	<input type="checkbox"/>
23.	Chair is adjustable.	<input type="checkbox"/>	<input type="checkbox"/>
24.	Your back is adequately supported by a backrest.	<input type="checkbox"/>	<input type="checkbox"/>
25.	Your feet are on the floor or adequately supported by a footrest.	<input type="checkbox"/>	<input type="checkbox"/>
26.	You have enough leg room at your desk.	<input type="checkbox"/>	<input type="checkbox"/>
27.	There is sufficient light for reading.	<input type="checkbox"/>	<input type="checkbox"/>
28.	The computer screen is free from noticeable glare.	<input type="checkbox"/>	<input type="checkbox"/>
29.	The top of the screen is at eye level.	<input type="checkbox"/>	<input type="checkbox"/>
30.	There is space to rest your arms while not keying.	<input type="checkbox"/>	<input type="checkbox"/>
Other Safety / Security Measures		Yes	No
31.	Files and data are secure.	<input type="checkbox"/>	<input type="checkbox"/>
32.	Materials and equipment are in a secure place that can be protected from damage and misuse.	<input type="checkbox"/>	<input type="checkbox"/>
33.	You have an inventory of all Agency equipment in the office including serial numbers.	<input type="checkbox"/>	<input type="checkbox"/>
34.	If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?	<input type="checkbox"/>	<input type="checkbox"/>