

## Telework agreement

**MANY ORGANIZATIONS**, universities and government agencies ask employees to complete and sign a telework agreement before being allowed to work from home. Those agreements often include home office safety checklists. Here is one example of a safety checklist from the city of Bellevue, WA.

### GENERAL

- Floors are clear and free of hazards?
- Work area is reasonably quiet and free of distractions?
- File drawers are not top-heavy?
- Phone lines and electrical cords are secured under a desk on the along wall, and away from heat sources?
- Temperature, ventilation and lighting are adequate?
- First aid supplies are readily available?
- Has the home been tested for radon? (See [www.epa.gov/radon](http://www.epa.gov/radon) for more information about radon hazards and how to correct.)

### FIRE SAFETY

- Walkways, aisles and doorways are unobstructed?
- Working smoke detector covering the designated work space?
- Charged, accessible fire extinguisher in area?
- More than one exit from work area?
- Work space is kept free of trash, clutter and flammable liquids?
- Are all radiators and portable heaters located away from flammable items?

### ELECTRICAL SAFETY

- Computer equipment is connected to a surge protector?
- Electrical system is adequate for office equipment?
- All electrical plugs, cords, outlets and panels in good condition? No exposed/damaged wiring?
- Extension cords and power strips not daisy chained and no permanent extension cord in use?
- Electrical cords run in non-traffic areas, do not run under rugs, and are not nailed or stapled in place?
- Equipment turned off when not in use?
- Electrical outlets are grounded with three-pronged plugs?

### WORKSTATION ERGONOMICS

- Office furniture and equipment ergonomically correct?
- Desk is 29 inches high?
- Chair is sturdy and adjustable with backrest and casters appropriate for floor surface?
- When keying, are your forearms close to parallel with the floor?
- Monitor is 20-24 inches from eyes and top of screen is slightly below eye level?
- Is your chair adjustable and do you know how to adjust it?
- Do you have a business chair with five support legs and casters?
- Do your feet reach the floor when seated or fully supported by a footrest?
- Is your back adequately supported by a backrest?
- Is your computer screen free from noticeable glare?
- Do you have adequate lighting at the workstation?

### OTHER SAFETY/SECURITY MEASURES

- Files and data are secure?
- Materials and equipment are in a secure place that can be protected from damage or misuse?
- Is there an exit that allows prompt exiting?
- Do you have an inventory of all equipment in the office including serial numbers when possible?

EMPLOYEE'S NAME

DATE

Source: [www.chooseyourwaybellevue.org](http://www.chooseyourwaybellevue.org)

