

APPENDIX E: EMPLOYEE SELF-CERTIFIED SAFETY CHECK LIST

DOJ Telework and Remote Work Safety Self-Certified Home Workspace Checklist

Telework or Remote Work Participating employees must use the following checklist to assist them in a survey of the overall safety and adequacy of their telework site. The following are only recommendations, and do not encompass every situation that may be encountered. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites.

- Practice a fire evacuation plan for use in the event of an emergency.
- Check your smoke detectors regularly and replace batteries once a year.
- Always have a working fire extinguisher conveniently located in your home and check the charge regularly.
- Computers can be heavy. Always place them on sturdy, level, well maintained furniture.
- Use a sturdy chair that provides good support and can be adjusted.
- Choose office chairs that provide good supporting backrests and allow adjustments to fit you comfortably.
- Locate your computer to eliminate noticeable glare from windows and lighting. Place computer monitor at height that is comfortable and does not require neck or back strain. Locate computer keyboards at heights that do not require wrist strain or place the keyboard on an adjustable surface.
- Install sufficient lighting in locations that reduce glare at the work surface.
- Arrange file cabinets so that open drawers do not block aisles.
- Be sure to leave aisle space where possible to reduce tripping hazards.
- Always make sure electrical equipment is connected to grounded outlets.
- Avoid fire hazards by never overloading electrical circuits.
- Inspect and repair carpeting with frayed edges or loose seams. Avoid using throw rugs that can cause tripping hazards in your workspace.
- Locate computers, phones and other electrical equipment in a manner that keeps power cords out of walkways.
- Always power down computers after the workday is over and always turn off all electrical equipment during thunderstorms.
- Keep your work area clean and avoid clutter, which can cause fire and tripping hazards.
- Do not allow non-government employees to operate or repair government owned equipment.
- Always keep government files and information in a secure place and do not advertise your home office to strangers.
- Always use proper lifting techniques when moving or lifting heavy equipment and furniture.
- Always report accidents and injuries immediately to your supervisor.

Employee's Signature Date (mm/dd/yyyy)