

HR ADMINISTRATION **RESOURCES**

HOME OFFICE SAFETY CHECKLIST



General:

- Ensure your workspace is located away from noise and distractions and is devoted to your workspace needs.
- Keep floors clear and free from hazards and inspect them regularly.
- Arrange file cabinets away from walkways and ensure they do not become top-heavy.
- Secure electrical and phone cords under the desk and away from heat sources.
- Make sure lighting, temperature and ventilation are adequate in your workspace.
- Ensure carpets are not frayed or worn and are secured to the floor.
- Ensure first-aid supplies are readily available.

Fire:

- Check smoke detectors regularly and change their batteries once a year.
- Ensure portable fire extinguishers are easily accessible, inspected regularly and serviced as needed.
- Clear obstructions from doorways and walkways.
- Store and place portable heaters away from flammable materials.
- Develop a fire evacuation plan and practice it periodically.

Electrical:

- Make sure electrical outlets are sufficient and accessible.
- Ensure surge protectors are properly used and in good condition.
- Check panels, outlets, cords and plugs periodically to make sure they are in good condition.
- Make sure power strips and extension cords are not daisy-chained.
- Turn off all equipment when not in use.

Computer Workstation:

- Consider using workstation chairs that are adjustable and have a supportive backrest.
- Ensure there is appropriate legroom and sufficient lighting.
- Position computer screen(s) at eye level and free from glare.
- Always power down computers at the end of the workday.
- Look away from the screen periodically and take intermittent micro breaks.