

Administrative Procedure 441 – Appendix A

Alternate Workplace Safety Checklist

Employees are responsible for ensuring their designated workspace meets normal occupational health and safety standards for a home office. Use this document as a guide to identify and address any potential hazards while working at home.

Employee Name: _____ Position: _____

Alternate Work Location Address: _____

Primary Purpose of Alternate Work Location (i.e. Home): _____

General Work Area (Office)	Employee Acknowledgement	Comments
There are no loose materials, debris or worn carpet that may be a tripping hazard or any areas that are slippery or have rough, splintered or protruding nails or screws.		
Stairways and aisles clear and unblocked, well lighted and have handrails.		
There are no worn or broken items with sharp or splintered edges.		
The floor is clear with cables stowed neatly.		
No frayed electrical cords.		
All electrical outlets and devices properly grounded and are extension cords and power bars are used safely.		

Workstation	Employee Acknowledgement	Comments
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Appropriate security measures in place at the remote work location to ensure individual (personal security)

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