

## **SAMPLE SAFETY CHECKLIST**

### **USDA TELEWORK PROGRAM**

The following checklist is designed to assess the overall safety of the home worksite. The participating employee should complete the checklist by circling the correct answer, sign and date it, and return it to his or her supervisor (and retain a copy for his or her own records).

**1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?**

**Yes**

**No**

**2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?**

**Yes**

**No**

**3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?**

**Yes**

**No**

**4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?**

**Yes**

**No**

**5. Are file cabinets and storage closets arranged so drawers and door do not enter into walkways?**

**Yes**

**No**

**6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?**

**Yes**

**No**

**EMPLOYEE'S SIGNATURE:**

**DATE:**

**NAME:**

**AGENCY:**

**POSITION:**

**ADDRESS:**

**LOCATION OF DESIGNATED HOME OFFICE OR WORK AREA:**

**HOME TELEPHONE:**

**SUPERVISOR'S NAME:**