

General

- 1 Workspace is away from noise, distractions, and is devoted to your work needs?
- 2 Workspace accommodates workstation, equipment, and related material?
- 3 Floors are clear and free from hazards?
- 4 File drawers are not top-heavy and do not open into walkways?
- 5 Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?
- 6 Temperature, ventilation, and lighting are adequate?
- 7 All stairs with four or more steps are equipped with handrails?
- 8 Carpets are well secured to the floor and free of frayed or worn seams?

Fire Safety

- 9 There is a working smoke detector in the workspace area?
- 10 A home multi-use fire extinguisher, which you know how to use, is readily available?
- 11 Walkways aisles, and doorways are unobstructed?
- 12 Workspace is kept free of trash, clutter, and flammable liquids?
- 13 All radiators and portable heaters are located away from flammable items?
- 14 You have an evacuation plan so you know what to do in the event of a fire?

Electrical Safety

- 15 Sufficient electrical outlets are accessible?
- 16 Computer equipment is connected to a surge protector?
- 17 Electrical system is adequate for office equipment?
- 18 All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?
- 19 Equipment is placed close to electrical outlets?
- 20 Extension cords and power strips are not daisy chained and no permanent extension cord is in use?
- 21 Equipment is turned off when not in use?

Computer Workstation

- 22 Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?
- 23 Chair is adjustable?

- 24 Your back is adequately supported by a backrest?
- 25 Your feet are on the floor or adequately supported by a footrest?
- 26 You have enough leg room at your desk?
- 27 There is sufficient light for reading?
- 28 The computer screen is free from noticeable glare?
- 29 The top of the screen is at eye level?
- 30 There is space to rest the arms while not keying?
- # Other Safety/Security Measures
- 31 Files and data are secure?
- 32 Materials and equipment are in a secure place that can be protected from damage and misuse?

- 33 You have an inventory of all equipment in the office including serial numbers?
- 34 If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?