

Many employees around the country now consider their home office their primary place of work.

They deserve to work safely here, too.

In the interest of extending the health and safety frameworks you've spent years developing to the home office, we have prepared a simple checklist that will help keep individuals in health and safety compliance while they work remotely.

Home Safety Checklist Items

Are emergency phone numbers readily available (hospital, fire department, police department etc)

YES NO N/A

Have you developed a fire evacuation plan and practiced it

YES NO N/A

Check smoke detectors regularly (change the batteries annually)

YES NO N/A

Ensure that a working carbon monoxide detector is in an appropriate location

YES NO N/A

Are lighting levels adequate for tasks and absence of glare

YES NO N/A

Are portable heaters away from flammable materials

YES NO N/A

Is your workspace located away from noise and distractions and is devoted to your workspace needs

YES NO N/A

Clear obstructions from doorways and walkways

YES NO N/A

Make sure electrical outlets are sufficient and accessible

YES NO N/A

Are floors clear and free from hazards

YES NO N/A

Are file cabinets top-heavy

YES NO N/A

Are file cabinets away from walkways

YES NO N/A

Ensure surge protectors are properly used and in good condition

YES NO N/A

Have all electrical and phone cords under the desk been secured and away from heat sources.

YES NO N/A

Is the background appropriate for video conferencing

YES NO N/A

Have you reviewed the ergonomics of your work area?
(desk height, keyboard location, screen placement)

YES NO N/A

Is your workstation chair adjustable, comfortable,
in good condition, with a stable 5 star castor base

YES NO N/A

Change posture regularly by stretching, standing,
walking and gently mobilising your body

YES NO N/A

Step 1:

Fill out this checklist in its entirety

Step 2:

Save the file with the date included in the file name, so that you can keep track of your safety status and activities as time passes.

Step 3:

Attach any photos that relate to health and safety conditions.

Step 4:

Perform repairs and replace PPE as required.

Step 5:

To keep your safety consistent, repeat the entire process monthly.