

State of South Dakota Remote Work Office Safety Checklist

The remote work employee **must read and complete** this checklist regarding the remote work office area, discuss any concerns, and always report accidents or injuries immediately to his/her supervisor. If the answer to any question below is “no”, a remote work arrangement may not be approved until the condition(s) is remedied.

Safety Conditions	Yes	No
Is the workspace away from noise and distractions, and is the workspace devoted to the employee’s needs?	<input type="checkbox"/>	<input type="checkbox"/>
Does the space seem adequately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the space reasonably quiet?	<input type="checkbox"/>	<input type="checkbox"/>
Are all stairs with four or more steps equipped with handrails?	<input type="checkbox"/>	<input type="checkbox"/>
Are all circuit breakers and/or fuses in the electrical panel properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>
Do circuit breakers clearly indicate if they are in open or closed position?	<input type="checkbox"/>	<input type="checkbox"/>
Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling, away from heat sources)?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets three-pronged (grounded)?	<input type="checkbox"/>	<input type="checkbox"/>
Are hallways, doorways and corners free of obstructions to permit visibility and movement?	<input type="checkbox"/>	<input type="checkbox"/>
Are file cabinets and storage closets arranged so drawers and doors do not open into walkways, and file drawers are not top-heavy?	<input type="checkbox"/>	<input type="checkbox"/>
Do chairs appear sturdy?	<input type="checkbox"/>	<input type="checkbox"/>
Is the space free of clutter or excessive furniture?	<input type="checkbox"/>	<input type="checkbox"/>
Are the phone lines, electrical cords and extension wires secured under a desk or alongside a baseboard?	<input type="checkbox"/>	<input type="checkbox"/>
Is the office space neat and clean?	<input type="checkbox"/>	<input type="checkbox"/>
Are floor surfaces clean, dry, level, and free of worn or frayed seams?	<input type="checkbox"/>	<input type="checkbox"/>
Are carpets well secured to the floor and free of frayed or worn seams?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire extinguisher in the area, easily accessible from the office space (required)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a working (test) smoke detector within hearing distance of the workspace (required)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all radiators and portable heaters located away from flammable items?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an evacuation plan in place in the event of a fire or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Is all computer equipment connected to a surge protector?	<input type="checkbox"/>	<input type="checkbox"/>
Is the workstation ergonomically adequate (arm rests, leg room, back support, screen level)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there high quality, reliable cell phone and internet connectivity in the workspace?	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Agreement

I _____, understand it is my responsibility to maintain the safety and appropriate arrangement of my remote work office area. I certify that my responses to the checklist are true and complete to the best of my knowledge. I understand that any erroneous, misleading, or fraudulent information will cause my preclusion from remote working.

Employee: _____ Date: _____

Supervisor: _____ Date: _____