

SI Telework Home Office Safety Checklist

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY/STATE: _____

BUSINESS TELEPHONE: _____

The following checklist is designed to assess the overall safety of your alternate duty station. Please read and complete the self-certification safety checklist. Upon completion, you and your supervisor should sign and date the checklist in the spaces provided.

The alternate duty station is _____.

Describe the designated work area in the alternate duty station:

_____.

Safety Guidelines for the Home Work Space

Participating employees may use the following guidelines to assist them in a survey of the overall safety and adequacy of their alternate worksite. The following are only recommendations, and do not encompass every situation that may be encountered. Employees are encouraged to obtain professional assistance with safety issues.

1. Develop and practice a fire evacuation plan for use in the event of an emergency.
2. Check your smoke detectors regularly and replace batteries once a year.
3. Always have a working fire extinguisher conveniently located in your home, and check the charge regularly.
4. Computers are heavy. Always place them on sturdy, level, well maintained furniture.
5. Choose office chairs that provide good supporting backrests and allow adjustments to fit you comfortably.
6. Locate your computer to eliminate noticeable glare from windows and lighting. Place the computer monitor at a height which is comfortable and does not produce neck or back strain. Locate computer keyboards at heights that do not cause wrist strain or place the keyboard on an adjustable surface.
7. Install sufficient lighting in locations to reduce glare on the work surface.
8. Arrange file cabinets so that opened drawers do not block aisles.
9. Be sure to leave aisle space, where possible, to reduce tripping hazards.
10. Always make sure electrical equipment is connected to grounded outlets.
11. Avoid fire hazards by never overloading electrical circuits.
12. Inspect and repair carpeting with frayed edges or loose seams. Avoid using throw rugs that can cause tripping hazards in your workspace.
13. Locate computers, phones, and other electrical equipment in a manner that keeps power cords out of walkways.
14. Always power down computers after the work day is over and turn off all electrical equipment during thunderstorms.
15. Keep your work area clean and avoid clutter which can cause fire and tripping hazards.

16. Do not allow non-Smithsonian employees to operate or repair Smithsonian-owned equipment.
17. Always keep Smithsonian files and information in a secure place and do not advertise your home office to strangers.
18. Always use proper lifting techniques when moving or lifting heavy equipment and furniture.
19. Always report accidents and injuries immediately to your supervisor.

I have read and will comply with the office safety guidelines as indicated above.

Employee Name: _____ Employee Signature/Date: _____

Supervisor Name: _____ Supervisor Signature/Date: _____

Submit this form along with the Request to Telecommute to SAO HR, MS 17.