HOME OFFICE SAFETY CHECKLIST

PINNACOL
ASSURANCE

General:

- [ ] Ensure your workspace is located away from noise and distractions and is devoted to your workspace needs.
- [ ] Keep floors clear and free from hazards and inspect them regularly.
- [ ] Arrange file cabinets away from walkways and ensure they do not become top-heavy.
- [ ] Secure electrical and phone cords under the desk and away from heat sources.
- [ ] Make sure lighting, temperature and ventilation are adequate in your workspace.
- [ ] Ensure carpets are not frayed or worn and are secured to the floor.
- [ ] Ensure first-aid supplies are readily available.
- [ ] Ensure emergency phone numbers (hospital, fire department and police department) are readily available.

Fire:

- [ ] Check smoke detectors regularly and change their batteries once a year.
- [ ] Ensure portable fire extinguishers are easily accessible, inspected regularly and serviced as needed.
- [ ] Clear obstructions from doorways and walkways.
- [ ] Store and place portable heaters away from flammable materials.
- [ ] Develop a fire evacuation plan and practice it periodically.
- [ ] Ensure that a working carbon monoxide detector is in an appropriate location.

Electrical:

- [ ] Make sure electrical outlets are sufficient and accessible.
- [ ] Ensure surge protectors are properly used and in good condition.
- [ ] Check panels, outlets, cords and plugs periodically to make sure they are in good condition.
- [ ] Make sure power strips and extension cords are not daisy-chained.
- [ ] Turn off all equipment when not in use.

Computer Workstation:

- [ ] Consider using workstation chairs that are adjustable and have a supportive backrest.
- [ ] Ensure there is appropriate legroom and sufficient lighting.
- [ ] Position computer screen(s) at eye level and free from glare.
- [ ] Always power down computers at the end of the workday.
- [ ] Look away from the screen periodically and take intermittent micro breaks.

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