

Appendix 1: U.S. Department of the Interior Work-At- Home Telework Safety Checklist Employee Certification

The following checklist is designed to assess the overall safety of the alternative workplace. Each telework employee should read and complete this self-certification safety checklist. Upon completion, the checklist should be signed and dated by the participating employee and returned to his/her immediate supervisor. Both the supervisor and employee should retain a copy of this certification for their records.

Employee Name		Title				
Supervisor's Name						
Home Address		City and State		Zip Code		
Telephone (Home)	Telephone (Work)		Telephone (Cell)			
Series and Grade:						
Describe worksite in home:						
I believe the Safety Checklist below is accurate and my home is a reasonably safe place to work. Employee Signature and Date:						
Supervisor Signature and Date						
LIST OF ITEMS/CONDITIONS TO INSPECT – Check Yes, No, or Not Applicable (N/A) as appropriate				YES	NO	N/A
1. Is the workspace free of asbestos-containing materials?						
2. If asbestos-containing material is present, is it undamaged and in good condition?						
3. To the extent it can be determined, is the work area free of indoor air quality problems?						
4. Is the space free of noise hazards?						
5. Are temperature, noise levels, and lighting adequate for your normal level of job performance?						
6. Is all electrical equipment free of recognized hazards that would cause						

physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls or doorways, exposed wires fixed to the ceiling, missing ground prongs on plugs, etc.)?			
7. Will the building's electrical system permit the grounding of electrical equipment?			
9. Are file cabinets and storage closets arranged so drawers and doors do not open into hallways or exit ways?			
10. Are the phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?			
11. Is there a smoke detector in or near the work area?			
12. Is adequate ventilation present for the desired occupancy?			
13. Do chairs have any loose casters or wheels?			
14. Are the rungs and legs of chairs sturdy?			
15. Is the office space neat, clean, and free of excessive amounts of combustibles?			
<p>NOTE: Employees are responsible for informing their supervisor of any significant change to work area or space. Safe work guidelines can be found at http://www.osha.gov/SLTC/etools/computerworkstations/index.html. If this link is unavailable, contact your servicing Human Resource Office for the latest guidance.</p>			