



Home Office Safety Checklist

HOME OFFICE SAFETY CHECKLIST	
INSPECTOR'S NAME	
ERGONOMICS	
<input checked="" type="checkbox"/> Inspection Item	
<input type="checkbox"/> Ergonomic chair	
<input type="checkbox"/> A desk that meets height and width requirements	
<input type="checkbox"/> The computer keyboard or lap top is positioned correctly for the employee	
<input type="checkbox"/> The computer mouse is within a comfortable reaching distance	
<input type="checkbox"/> Employees are able to keep their posture as relaxed and natural as possible at their work stations	
<input type="checkbox"/> Footrests, key board supports and document holders are used to avoid awkward postures (employees can request necessary equipment)	
<input type="checkbox"/> The office is set up according to ergonomic best practices	
<input type="checkbox"/> Poster with ergonomics tips (visit https://www.midsouthwest.ca/download-workplace-safety-checklists-and-posters.html)	
WORKSPACE	
<input checked="" type="checkbox"/> Inspection Item	
<input type="checkbox"/> Noise levels are acceptable	
<input type="checkbox"/> Employee has a designated work area	
<input type="checkbox"/> Lighting is appropriate to the task	
<input type="checkbox"/> Equipment is set up to reduce twisting, reaching, bending, etc.	
<input type="checkbox"/> Proper ventilation and appropriate temperature control	
<input type="checkbox"/> Employee feels safe	
SAFETY	
<input checked="" type="checkbox"/> Inspection Item	
<input type="checkbox"/> There are working fire alarms and CO2 monitors	
<input type="checkbox"/> The employee can lock entry doors when working alone	
<input type="checkbox"/> The workspace is free from trip hazards and excessive clutter	
<input type="checkbox"/> There is a clear path to an exit	
<input type="checkbox"/> There are opportunities for periodic contact	
<input type="checkbox"/> Implement a policy for reporting hazards, accidents or injuries that happen in remote work locations	