



**TELEWORK POLICY
HEALTH AND SAFETY
SELF-ASSESSMENT CHECKLIST**

This is a set of guidelines intended to help you to do telework safely. Do your best to assemble your telework site according to these guidelines.

Employee Name:	
Position Title:	
Supervisor:	

Do you have the following to assist you in your work site?

- A space or room where it is easy to concentrate - preferably separate from other living areas and away from a television
- Internet connections
- Control over temperature, light and sound
- Household members who will understand you are working and will not disturb you unnecessarily

Ergonomic Considerations

- Is your workstation adjusted properly, so that you can sit comfortably at it?
- Do you have good lighting at your telework station? For example, you should not have reflections on or glare from the computer monitor.
- Do you have a schedule for breaks while working at home? Extended hours in the same body position or repeated motions can lead to various musculoskeletal injuries.

Fire Protection

- Do you have a properly functioning smoke detector?
- Do you have a fire extinguisher and clear access to it?
- Are your exits clear?

Emergency Procedures

- Do you have first aid supplies?
- Do you have emergency contact numbers posted near the telephone?
- Do you have a plan for evacuation?
- Have you set up a contact schedule with your supervisor?
- Does your supervisor know how to reach someone close to you in the event of an emergency?
- Do you understand that the regular Hazard and Incident reporting process is the same when working from home?

Electrical Safety

- Are any extension cords in good condition and positioned properly?
- Are cords and cables organized and secured to avoid causing a tripping hazard?
- Are outlets grounded and not overloaded?
- Do you have surge protection for electrical equipment?