

SAFETY ISSUES SELF-CHECKLIST (1000)

APPENDIX 2

SAFETY ISSUES SELF-CHECKLIST

While telecommuting, you should regularly check the work place to keep it in the most safe and efficient condition. The following checklist is provided to help in this inspection.

Fire Protection:		Satisfactory Condition	
<input type="checkbox"/>	Smoke Alarm	YES	NO
<input type="checkbox"/>	Fire Extinguisher	YES	NO
<input type="checkbox"/>	Clear access to Fire Extinguisher	YES	NO
Emergency Procedures:			
<input type="checkbox"/>	Evacuation Plans established	YES	NO
<input type="checkbox"/>	First aid supplies adequate	YES	NO
Electrical:			
<input type="checkbox"/>	Extension cords in good condition	YES	NO
<input type="checkbox"/>	Outlets not overloaded	YES	NO
<input type="checkbox"/>	Electrical equipment and tools properly maintained	YES	NO
<input type="checkbox"/>	Fuse box clearly accessible and properly labeled		
<input type="checkbox"/>	No electrical cord tripping hazards	YES	NO
<input type="checkbox"/>	Surge protection for electrical equipment	YES	NO
<input type="checkbox"/>	Sufficient ventilation for electrical components	YES	NO
Household:			
<input type="checkbox"/>	Heating/air conditioning in good repair	YES	NO
<input type="checkbox"/>	Household appliances in safe working order	YES	NO
<input type="checkbox"/>	Uncluttered working environment	YES	NO

Name and phone number of nearest health care facility:

Telecommuter's Signature

Date

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