

## Baylor Remote Worker/Telework Safety Inspection Checklist

**Instructions:** This checklist will be completed annually and a copy emailed to the employee's supervisor and Environmental Health and Safety @ EHS@baylor.edu. Any safety concerns should immediately be directed to the employee's supervisor and EHS @ (254) 709-2900.

### GENERAL

YES NO N/A

- Floors are clear and free of hazards?
- Work area is quiet and free of distractions?
- File drawers are not top-heavy?
- Phone lines and electrical cords are secured under a desk on the along wall, and away from heat sources?
- Temperature, ventilation and lighting are adequate?
- First aid supplies available?

### FIRE SAFETY

- Walkways, aisles and doorways are unobstructed?
- Working smoke detector covering the designated workspace?
- Charged, accessible fire extinguisher in area?
- More than one exit from work area?
- Workspace is kept free of trash, clutter and flammable liquids?
- Are all radiators and portable heaters located away from flammable items?

### ELECTRICAL SAFETY

- Computer equipment is connected to a surge protector?
- Electrical system is adequate for office equipment?
- All electrical plugs, cords, outlets and panels in good condition? No exposed/damaged wiring?
- Extension cords and power strips not daisy chained and no permanent extension cord in use?
- Electrical cords run in non-traffic areas, do not run under rugs, and are not nailed or stapled in place?
- Equipment turned off when not in use?
- Electrical outlets are grounded with three-pronged plugs?

### WORKSTATION ERGONOMICS

- Desk is 28" – 30" in height?
- Chair is sturdy with no obvious broken parts? Cylinder for the seat does not leak air and the seat padding is not overly worn out or compressed?
- Chair has sufficient support for the back particularly the lumbar?
- Chair has adjustments for seat height, lumbar support, arm rests, seat pan depth, back rest height and angle of recline?
- When seated and working on your keyboard, forearms are parallel to the floor? Adjust height of chair so forearms are at correct height, then if feet are dangling off the ground, use a footrest.
- Can you see the monitor clearly WITHOUT leaning forward? Back should always be against the backrest.
- Workspace has adequate lighting and there is no noticeable glare off the monitor?
- If user has history of hand, wrist or arm pain it is recommended to use an ergonomic mouse and keyboard.
- Other accessories that are recommended include a document holder (to reduce amount of head turning and twisting) and a wrist/palm pad if keyboard does not have one built in.

### OTHER SAFETY/SECURITY MEASURES

- Files and data are secure?
- Materials and equipment are in a secure place that can be protected from damage or misuse?
- Is there an exit that allows prompt exiting?
- Do you have an inventory of all equipment in the office including serial numbers when possible?
- Do you have any other safety or security concerns not listed above? \_\_\_\_\_

EMPLOYEE'S NAME

DATE ASSESSED

ADDRESS

STATE

ZIP CODE