WORKSPACE INPECTION CHECKLIST

You should inspect your designated workspace before telecommuting begins or whenever your work area changes. If any items are marked "No," promptly correct safety concerns before telecommuting starts. Contact Auburn University Risk Management and Safety (334-844-4870) for questions or concerns.

SLIPS, TRIPS, AND FALL HAZARDS	YES	NO
Are floor coverings, such as carpets and rugs secure?		
Are walkways and corridors clear of trip hazards?		
Is the floor area around your desk clear of boxes, papers, and wires?		
FIRE SAFETY	YES	NO
Do you have a clear path from your work area to an exit in case of an emergency?		
Do you have an emergency assembly point outside of your home in place?		
Are your smoke detectors working and checked regularly?		
Is your workspace kept clean of trash or other combustible materials?		
ELECTRICAL SAFETY	YES	NO
Do you switch off equipment when not in use?		
Are grounded outlets (3-holed) available for safely powering office equipment?		
Extension cords and power strips not daisy chained (plugged into each other)?		
WORKSTATION SAFETY See Office Ergonomics Awareness Course	YES	NO
Do you have a desk or table to work from?		
Is your chair set up correctly (Lower back supported and feet flat on the floor)?		
Do you have enough surface space on your desk to work comfortably?		
Are your keyboard and mouse within easy reach?		
Can you easily reach everything you need without twisting and straining body?		
DISPLAY SCREEN	YES	NO
Is your display screen clean and positioned so there is no glare?		
Is your display screen level with your eyes?		
STRESS AND WELFARE	YES	NO
Are you able to carry out regular stretches at your desk to avoid sore muscles?		
Do you have access to first aid equipment if required?		
Do you have a window or long distance view to look at every 15 minutes?		
LONE WORKING	YES	NO
Do you have a name and number of a manager you can get in touch with easily?		
Do you have a system for regularly 'checking in' with your employer each day?		

ADDITIONAL TIPS

- Maintain your typical business day routine.
- Prepare yourself mentally & physically as if you were going to work, e.g., get dressed.
- Keep the TV off.
- Use a Bluetooth speaker or headphones for conference calls.
- Take a break at least every two hours.
- Put your computer away at the end of the day.