THE UNIVERSITY OF AKRON
OFF-CAMPUS WORKSITE SAFETY CHECKLIST

Instructions: The following checklist is recommended for use by each employee in organizing an off-campus workspace. The employee should review the checklist with his/her supervisor prior to the start of working from home, and they are encouraged to work together to ensure the safety of the off-campus workspace.

General Considerations

1. The workspace is away from noise, distractions, and is devoted to work needs.

2. The workspace accommodates necessary electronics and supplies.

3. Heavier equipment (printers/fax machines/desk top computers) are secure on a sturdy desk or table.

4. Floors are clear and free of trip hazards, including loose carpeting and corners of rugs

5. Electrical cords, phone lines, and computer cables are secured under a desk/table or along a wall and are away from heat sources.

6. Temperature, lighting, and ventilation are adequate and comfortable.

7. Any defective or damaged equipment is not in use.

8. No equipment or supplies stored on top of tall furniture or cabinets.

9. Filing cabinets are not top heavy and only have one drawer open at a time.

10. An adequately stocked first aid kit is available.

11. A working carbon monoxide detector is in the workspace.

Fire Safety

1. There is a working smoke detector in the workspace, and the alarm has been tested within the last month.

2. A home, multi-use fire extinguisher is readily available, and you understand how to use it.

3. An evacuation plan is in place and all walkways and doors are unobstructed.

4. Portable heaters are at least 3 feet away from flammable items such as curtains, blankets, paper and trash.

Electrical Safety

1. There are sufficient electrical outlets in the workspace with grounded outlets. No two prong "cheater plugs" in a three-prong outlet.

2. Computers and other small electronics are plugged into a surge protector.

3. Larger, high power capacity devices such as portable heaters and refrigerators, are plugged directly into the wall outlet.

4. Surge protectors are not daisy chained (a surge protector plugged into another surge protector) and are not plugged into extension cords.

5. All plugs, outlets, cords, and surge protectors have been inspected to be sure they are in good condition. Equipment with frayed cords, cut wires, broken or defective plugs/switches are not in use.

6. Devices are being unplugged by grasping the plug and removing from the outlet, not by pulling on the electrical cord.

7. All electronics are being used in accordance with manufacturers recommendations.

8. All electronics are turned off or put electronics into sleep mode when not in use.

Computer Workstation Setup

1. Workstations are arranged so they are comfortable and do not cause strain on legs, arms, neck or back.
2. Chair wheels and legs are in good condition and secure.
3. Back is adequately supported by backrest.
4. Feet can rest flat on the floor or a footrest with adequate leg room to stretch out.
5. There is sufficient light for reading.
6. The computer screen is free from noticeable glare.
7. The top of computer screen is at eye level and at a distance which allows reading without leaning forward or back.
8. There is space to rest arms while not typing.

RESOURCES:

OSHA workspace checklist - https://www.osha.gov/etools/computer-workstations/checklists/evaluation

Telework.gov (US Govt official telework program) https://www.telework.gov/federal-community/telework-employees/safety-checklist/

Electrical Safety Foundation International https://www.esfi.org/resource/electrical-safety-while-working-from-home-757