

GENERAL OH&S CHECKLIST FOR EMPLOYEE WORKING FROM HOME

CHECKLIST ITEM	YES	NO	N/A
WORK AREA			
Is the workstation set up at a comfortable height (Similar to office desk)?			
Is the lighting adequate?			
Does the worker have a suitable chair (adjustable height, movable back, etc)?			
Are power cables in good condition?			
Can the worker reach necessary items without over-stretching?			
Is the floor suitable for the chair being used?			
Will the worker be wearing proper footwear?			
Can the worker exit safely in an emergency?			
WORKPLACE ENVIRONMENT			
Is the work area free from obstructions and trip hazards?			
Are floor coverings in good condition (no tears in carpets or loose/broken floor tiles)?			
Do stairways have suitable handrails and step-coverings/edges?			
If the worker has special needs, does the workplace adequately address this (Ramps for wheelchairs, etc)?			
Is the area immediately outside (pathways, steps, etc) safe from slips and falls?			
IT RELATED			
Does the worker have home internet?			
Is the internet connection adequately password protected?			
Does the workstation have a powerboard with a safety switch?			
Has company equipment been tested for safety and tagged recently?			
ARE THERE ANY OTHER POSSIBLE HAZARDS YOU HAVE IDENTIFIED?			

NOTE ANY IDENTIFIED RISKS

RECORD ANY ACTION TO BE TAKEN

CHECK CONDUCTED ON (DATE):

CHECK CONDUCTED BY: (EMPLOYER/MANAGER NAME):

EMPLOYEE SIGNATURE: