



## Home Office Safety Checklist

<b>Name:</b>	<b>Date:</b>	<b>AO#:</b>
<b>Supervisor/Manager:</b>	<b>School/Dept:</b>	

Refer to the **“Home Office Environment (HOE) Guide”**, for more information.

						Issue fixed?	
In your work area:	Yes	No	NA	Action by employee if answer “No”	Yes	No	
1. Is it free of tripping hazards?				Investigate need for storage, or fix tripping hazard.			
2. Do you have adequate lighting for your work?				Can you resolve the issue by a task lamp or refer to “HOE Guide”.			
3. If you use a telephone or communicate remotely with others (e.g. through a computer), can you work handsfree?				Discuss options with your supervisor e.g. a headset.			
4. Is the work area arranged so that often used items are close at hand?				Arrange so that often used items are readily available.			
5. Is storage arranged so that heavy items are stored on bottom shelves?				Rearrange storage as appropriate.			
6. Is your workstation set up ergonomically? Refer to the BCIT Ergonomics web page.				Discuss options with your supervisor.			
7. Do you have a comfortable thermal or noise environment?				Refer to “HOE Guide”.			
8. Your electrical outlets are not overloaded? Some indications of being overloaded: Frequently tripped circuit breakers or blown fuses; mild shock or tingle from appliances, receptacles, or switches.				Resolve issue by, for example, rearranging electrical equipment, consulting an electrician or referring to “HOE Guide”.			
9. You don’t have any frayed electrical wires?				Resolve issue by, for example, replacing equipment.			
10. Electrical cords are away from heat sources?				Move or secure cords from heat sources.			
11. Electrical cords are not stapled or nailed as a means of securing?				Determine another method of securing. Replace cord if damaged.			
12. Computer equipment are attached to a surge protector, where appropriate?				Discuss options with your supervisor.			
13. Extension cords and power strips are not daisy chained?				Refer to “HOE Guide” for more information.			
14. Do you have a smoke detector in your work area? Have you checked the battery in the last year?				Check battery and replace as needed.			
15. Do you have clear path to your emergency exit?				Clear exit route.			
<b>Comments or actions if issues not fixed:</b>							