

The Telecommuter is responsible for ensuring a clean, safe and ergonomically sound home/off-site office as a condition for telecommuting. **An initial on-site work place hazards assessment of the home/off-site office may be deemed necessary.** All of the conditions below should be met and checked off. The Telecommuter should review this checklist with his/her Appropriate Administrator, and must sign it prior to the start of telecommuting:

Alternative Worksite Physical and Ergonomic Conditions
<input type="checkbox"/> The Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition.
<input type="checkbox"/> The work area is adequately illuminated with lighting directed toward the site or behind the line of vision, not in front or above it.
<input type="checkbox"/> Supplies and equipment (both University and employee-owned) are in good condition.
<input type="checkbox"/> The area is well ventilated.
<input type="checkbox"/> Storage is organized to minimize risks of fire and spontaneous combustion.
<input type="checkbox"/> All extension cords have grounding conductors.
<input type="checkbox"/> Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
<input type="checkbox"/> Electrical enclosures (switches, outlets, receptacles and junction boxes) have tight fitting covers or plates.
<input type="checkbox"/> Surge protectors are used for computers, fax machines and printers.
<input type="checkbox"/> Desk, chair, computer and all other equipment used for telecommuting are of appropriate design and arranged to eliminate strain on all parts of the body.
<input type="checkbox"/> A user-friendly workstation and other resources for easy reference are ready at the alternative work site.
Emergency Preparedness
<input type="checkbox"/> Emergency phone numbers (hospital, fire, police) are posted near the workstation.
<input type="checkbox"/> A first aid kit is easily accessible and replenished as needed.
<input type="checkbox"/> Portable fire extinguishers are easily accessible and serviced as required by law.
<input type="checkbox"/> An earthquake preparedness kit is easily accessible and maintained in readiness.

By checking each box above and signing below, I certify that all safety conditions are met:

Name of Telecommuter: _____ Date: _____

Signature: _____