

## Alternative Worksite Safety Checklist for Telecommuter's

The telecommuter is responsible for ensuring a safe alternative worksite office as a condition for telecommuting. The telecommuter should review this checklist with his/her supervisor and sign it prior to the start of telecommuting.

### Work Site

<input type="checkbox"/>	Telecommuter agrees to maintain a clearly defined workspace that is free from distractions including family members and obstructions.
<input type="checkbox"/>	Consumable office supplies, college technology equipment <sup>1</sup> and software are in good condition.
<input type="checkbox"/>	Telecommuter agrees he/she has all of the resources necessary to perform his/her job duties.
<input type="checkbox"/>	The area is well ventilated and heated.
<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"/>	Floor surfaces should be clean and dry; carpeting should be properly secured.
<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 and/or printers.
<input type="checkbox"/>	Heavy items are securely placed on sturdy stands close to walls.
<input type="checkbox"/>	Technology equipment is kept out of direct sunlight and away from heaters.
<input type="checkbox"/>	Telecommuter certifies the office meets local zoning and codes.
<input type="checkbox"/>	Telecommuter agrees to post the statutory labor notices in his/her alternative worksite office.

### Emergency Preparedness

<input type="checkbox"/>	Emergency phone numbers (hospital, fire department and police department) are posted at the alternate work site.
<input type="checkbox"/>	A first aid kit is easily accessible and replenished as needed.
<input type="checkbox"/>	Severe weather shelter plans are in place.
<input type="checkbox"/>	Portable fire extinguishers are easily accessible and serviced as needed.

I have reviewed and understand the items outlined in this checklist.

Telecommuter's Name:

\_\_\_\_\_  
Telecommuter's Signature

\_\_\_\_\_  
Date

Approved by Management Council 5/5/08; 3/11/20 (minor revision)

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<sup>1</sup> College technology equipment is defined as a computer and/or a printer that has gone through the appropriate approvals.