

Flexible Work Arrangement Remote Work Safety Checklist

Maintaining a safe alternate work location is the teleworker's responsibility. The employee's sign-off for the Flexible Work Arrangement Agreement Request Form indicates that the employee has reviewed the safety items below. Questions regarding any safety item should be directed to the employee's manager.

Physical Workspace

<input type="checkbox"/>	Floor, walkways, aisle(s), and doorway(s) are clear.
<input type="checkbox"/>	Flooring is securely attached to floor and free of frayed or worn seams, and any small rugs and runners are slip-resistant.
<input type="checkbox"/>	Furniture is stable and free of defects such as splintered wood or sharp edges that could compromise safety.
<input type="checkbox"/>	Phone lines, cables, electrical cords, and other trip hazards are placed away from heat sources and foot traffic.
<input type="checkbox"/>	File cabinets, bookcases, etc. do not present a tipping hazard.
<input type="checkbox"/>	Alternate work location is kept free of trash, clutter, and flammable liquids.
<input type="checkbox"/>	Adequate temperature control and ventilation are present.
<input type="checkbox"/>	First Aid supplies are readily available and emergency phone numbers are readily available and stored in cell phone

Electrical Safety

<input type="checkbox"/>	Electrical system is adequate for office equipment, and equipment is turned off when not in use.
<input type="checkbox"/>	Sufficient electrical outlets are accessible and close to equipment so that extension cords are not needed.
<input type="checkbox"/>	Computer/electrical equipment is plugged into a surge protector, which is plugged directly into wall outlet(s).
<input type="checkbox"/>	Electrical plugs, cords, outlets, and panels are in visibly good condition, and cords are not under rugs, carpeting, or furniture.

Ergonomics/Wellness

<input type="checkbox"/>	Lighting is sufficient for reading or working on the computer and minimizes glare.
<input type="checkbox"/>	Chair is sturdy, free from safety defects, and seat/backrest are supportive and adjustable to comfortable upright position.
<input type="checkbox"/>	Chair seat adjustable to comfortable upright position to allow seating with feet flat on ground and thighs parallel to floor.
<input type="checkbox"/>	Keyboard at elbow height, and hands, wrists, and forearms are in straight line parallel to floor.
<input type="checkbox"/>	Keyboard and mouse are situated at elbow level to eliminate reaching and allow wrist to be in straight, natural position.
<input type="checkbox"/>	Height of work surface accommodates employee and does not contact top of employee's legs.
<input type="checkbox"/>	Topmost line of monitor screen is slightly below eye level. Monitor height set so head tilting is not required for full viewing.
<input type="checkbox"/>	Work station, chair, and other equipment are positioned ergonomically correct and are comfortable for the employee's use.

Information Safety/Security

<input type="checkbox"/>	Adherence to State of North Carolina and NCSSM/work unit Acceptable Use Policy and IT security policies.
<input type="checkbox"/>	Log off from computer when not present and ensure files and data are securely stored, including confidential paper files.
<input type="checkbox"/>	Timely installation of IT updates to all NCSSM/work unit assigned equipment.
<input type="checkbox"/>	Inventory of all equipment including serial numbers is maintained.

Fire/Emergency Safety

<input type="checkbox"/>	Attend to severe weather alerts and identify safe shelter locations for evacuation in event of a severe weather threat.
<input type="checkbox"/>	Maintain contingency plan to work elsewhere in event of power outage.
<input type="checkbox"/>	Maintain primary and alternate evacuation plans for emergency exit in event of a fire.
<input type="checkbox"/>	Working smoke and carbon monoxide detectors, and a multi-use fire extinguisher that employee can use, are present.
<input type="checkbox"/>	All radiators and portable heat source(s) are located away from combustible and flammable items.
<input type="checkbox"/>	Staircases that must be travelled while working are well lit, free from obstruction, and allow for secure footing on each step.