

Self-Assessment Safety Checklist

Name			
Supervisor Name			
Date Completed			
<p><i>This checklist is designed to assess the safety of the home workstation. To ensure employees are working in a safe and healthy dedicated workstation, complete this checklist prior to commencement of work and/or when conditions in the home change. Use this checklist in conjunction with the Trent University Office Ergonomics Checklist.</i></p>			
Emergency Procedures			
1) What steps would you follow in case of an emergency?			
2) Do you have access to a phone in case of an emergency?			
Workstation Item	Yes	No	Action Required
Workstation Conditions			
Walking surfaces are free of tripping, slipping, and falling hazards			
Stairs are clear and unobstructed. Handrails in good condition.			
Area is tidy and free of clutter.			

Shelving and cabinets are secured.			
No sharp edges on desks, cabinets, or other furniture.			
Adequate number of electrical outlets (not overloaded).			
Receptacle plates in good condition.			
Power cords in good condition.			
Power bars are plugged directly into the wall (not daisy-chained).			
Electrical panel is properly covered and readily accessible.			
Fire Safety			
Functioning smoke detectors tested regularly (monthly) within a reasonable proximity to your workstation.			
Functioning carbon monoxide detector tested regularly (monthly).			
Emergency routes and exits identified and clear of obstructions.			
Functioning fire extinguisher is present.			
Ergonomics			
Complete the <u>Trent University Office Ergonomics Checklist</u> .			

Environmental factors (ventilation, temperature, light, noise) can be controlled.			
Personal Safety			
No risk of violence and harassment, including domestic violence and/or cyber harassment.			
Other Hazards			
No additional known hazards present in or around the workstation.			