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**FLEXPLACE SAFETY CHECKLIST**

The following checklist is recommended for use in organizing an alternate work site as part of a Flexplace or Work-From-Home program. 2 Pages 50-305

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**Safety** **Checklist** **for** **the** **Flexplace** **Program**

The following checklist is recommended for use in organizing an alternate work site as part of the Flexplace Program.

**Alternate** **Work** **Site**

\_\_\_\_ Clearly defined work space that is kept clean free of debris.

\_\_\_\_ Work area is adequately illuminated with lighting directed toward the side or behind the line of vision.

\_\_\_\_ Exits are free of obstructions.

\_\_\_\_ Supplies and equipment (both [ORG] and employee-owned) are in good working condition.

\_\_\_\_ Area is well ventilated and heated.

\_\_\_\_ Storage is organized to minimize risks of fire and spontaneous combustion.

\_\_\_\_ All extension cords have grounding conductors.

\_\_\_\_ Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.

\_\_\_\_ Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates.

\_\_\_\_ Surge protectors are used for computers, fax machines and printers.

\_\_\_\_ Heavy items are securely placed on sturdy stands close to walls.

\_\_\_\_ Computer components are kept out of direct sunlight and away from heaters.

**Emergency** **Preparedness**

\_\_\_\_ Emergency phone numbers (hospital, fire department, police department) are posted at the alternate work site.

\_\_\_\_ A first aid kit is easily accessible and replenished as needed.

\_\_\_\_ Portable fire extinguishers are easily accessible and serviced as needed.

**Ergonomics**

\_\_\_\_ Desk, chair, computer and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body.