



# REMOTE OFFICE EMPLOYEE SAFETY CHECKLIST



## WORK ENVIRONMENT

- Your work space is clearly defined, clean, free from distractions and orderly
- Your work space is in ergonomically sound condition
- The work area is adequately illuminated with indirect lighting
- All exits and walkways are clear and free from obstructions
- The area is well ventilated and heated

## FIRE PROTECTION

- There is a working smoke alarm and carbon monoxide detector in the work environment
- There is clear access to a fire extinguisher
- Any storage area is organized to minimize the risk of fire and spontaneous combustion

## EMERGENCY PROCEDURES

- An evacuation plan has been established in the event of an emergency
- A first aid kit is properly stocked and easily accessible
- A list of emergency contact numbers are posted near a telephone
- A regular contact schedule with your supervisor has been established
- A working flashlight and extra batteries are in place in an easily accessible location

## ELECTRICAL SAFETY

- All extension cords are in good condition and positioned properly to avoid tripping
- There are no exposed or frayed wiring or cords
- All outlets are grounded and not overloaded
- All electrical equipment is surge protected



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