



# CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

## Office of Human Resources

### HOME SAFETY CHECKLIST FOR TELECOMMUTERS

Employees who work at home must keep their home offices in a businesslike manner, and as clean and free from hazards as their regular University office, in order to minimize the chance of accidents. The home must be in compliance with all building codes and must be free of hazardous materials. Telecommuting employees are responsible for ensuring their homes comply with these health and safety requirements.

To assist in assessing the overall safety of your home office, please answer the following questions by placing a checkmark in the appropriate column. "No" answers must be resolved prior to approving any telecommuting arrangements.

#### **YES N/A NO**

- Are all steps/stairs clear of objects, which could cause a person to trip?
- Do all steps/stairs have a firmly anchored handrail?
- Are all stairways well lighted?
- Are stair coverings securely anchored?
- Do you have a safe step stool with a handrail for reaching high shelves?
- Are all scatter rugs skid-proof, and do they lay flat?
- Are all carpets securely anchored?
- Are all entrance ways, exits, halls and walks well lighted?
- Are all walks, porches and doorways kept clear of obstacles?
- Are all hard-surfaced floors clean, are spills wiped up immediately?
- Is non-skid wax used on all polished floors?
- Is proper footwear worn to prevent slips, trips, falls and other fall injuries?
- Are lamp, extension, and telephone cords placed out of traffic areas?
- Are all chairs, tables and desks safe to use and ergonomically correct?
- Are all electric receptacles of the three-prong, grounded type?
- Are all bathroom, kitchen, and outdoor circuits protected by a ground fault circuit interrupter?
- Do you know how to shut off the electrical, water and gas sources to your home?
- Are all fuses of correct amperage?
- Are fuses or circuit breakers labeled to identify outlets and appliances they protect?
- Does your home work site have adequate electrical power in all areas to safely operate all your electrical appliances?
- Do all light switches work correctly?
- Do all wall switches and outlets have safe coverplates?
- Are all appliance and extension cords in good condition?
- Is the ground prong still on all electric plugs as originally equipped?
- Are all electrical appliances Underwriters Laboratories (UL) approved? (Check both the appliance and the cord).
- Are small electrical appliances such as hair dryers, shavers, electric knives, coffee pots, etc. unplugged when not in use?
- If smoking is permitted in your home, do you provide deep, wide-rimmed ashtrays and prohibit smoking in bed or while lying down?
- Is the furnace, chimney and smoke pipe cleaned and serviced yearly?
- Are areas around the furnace clear of boxes and other combustible materials?
- Does the fireplace function properly and is it adequately screened?



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**YES N/A NO**

- Is the space around the hot water heater clear of combustibile materials?
- Does the hot water heater have a pressure and temperature relief valve?
- Is the hot water temperature 120 degrees or less to prevent burns? (It may need to be set at 140 degrees for the dishwasher to wash dishes properly.)
- Are portable electric fans and heaters adequately screened to prevent contact with the fan blades or heating elements?
- Are portable heaters in good condition, is adequate ventilation provided, and is it positioned in a safe location away from flammable materials?
- Have you developed and practiced a fire escape plan for your work site?
- Are smoke and/or fire detectors installed in the house and at least one per floor?
- Are the smoke and/or fire detectors tested monthly?
- Do you have a charged ABC fire extinguisher of at least the 2-1/2 pound size conveniently located in your home?
- Do you have plenty of wall outlets for lamps and appliances?
- Do you check power cords and have them replaced if they're damaged?
- Are extension cords the right capacity for the tools or appliances you're using?
- Do you keep a flashlight handy for emergencies?
- Do you avoid running electrical cords under carpeting or hanging them from nails?
- Are all sliding glass doors and other glass doors fitted with non-breakable glass?
- Do sliding glass doors have some type of figure or design on the glass to help you see them when they are closed?
- Do all doors close and latch properly?
- Are all exterior doors secured with a deadbolt for security purposes?
- Do all windows close and latch securely?
- Is a well-stocked first aid kit available for emergencies?
- Do you have emergency numbers posted by all telephones?
- Do you locate portable stoves and heaters where they won't get knocked over? Do you keep them at least three feet from furnishings and flammable materials?
- Do you keep paint, paint thinner, pesticides and gasoline stored outside of the home work site and away from heat and other ignition sources?
- Is mildew controlled through adequate air circulation and humidity control?
- Are you reasonably certain that your home is free of radon, formaldehyde and other toxic gases?
- Do you get help lifting heavy objects or job materials?

I have reviewed the above and marked the questions accordingly. I agree that all applicable areas are in compliance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date