



Employee Checklist for Working at Home

SUITABILITY FACTORS	✓
I am comfortable working on my own	
I am good at prioritizing tasks	
I have a plan to minimize family and other distractions while I'm working	
I take the initiative reach out when I have a question or need assistance	
I have the necessary skills to work with minimal supervision	
I have a plan to work specific hours to ensure a routine work schedule	
SAFETY FACTORS	✓
I have tested and ensured all smoke detectors are working properly	
I have access to a fully charged fire extinguisher	
I have an evacuation plan	
I have a suitable first aid kit and am trained in first aid	
I have surge protection for my electrical equipment	
I have ensured that all extension cords are in good position and do not cause a tripping hazard	
I am aware of injury and illness reporting procedures including the reporting of ergonomic concerns	
I am aware of my designated contact or buddy that I need to regularly communicate with	
WORK ENVIRONMENT	✓
I have a designated space just for work activities (office vs. kitchen table)	
I have the necessary office equipment to complete my job at home	
I have a suitable office chair (vs. a kitchen chair, etc.)	
I have followed good ergonomic principles for setting up my home office	
I have enough space to complete my work activities without risk of harm	
I have ensured that I alone have access to company information, equipment and accessories	
I HAVE ATTACHED PHOTOS OF MY HOME WORKSPACE THAT INCLUDE,	✓
My desk or workstation (include computer/accessories)	
My chair (empty; one profile view and one from behind)	
Myself positioned at my keyboard (one profile view)	
Myself seated in my chair (one profile view with chair pulled away from desk and arms on armrest)	
QUESTIONS FOR MY EMPLOYER	