

CITY OF WORCESTER
TELE-WORKPLACE SAFETY SELF-CERTIFICATION CHECKLIST

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| 1. Employee has a designated workspace at the alternate workplace which is neat and orderly. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. The temperature, ventilation, lighting and noise levels are adequate for maintaining a work location. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Workspace has enough grounded electrical outlets to support the needed equipment; surge protectors are used for computers, printers, etc; and any electrical hazards are fixed. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Designated workspace is free of any obstructions that would restrict visibility and movement (including doorways). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Desk, chair, computer and other equipment are ergonomically designed to avoid strain. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Phone lines, electrical cords, and surge protectors are secured under desk or alongside a baseboard. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Stairs with four or more steps are equipped with handrails. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. There is adequate light for viewing the monitor and reading printed materials. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. The space is reasonably quiet and free of distractions. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Carpets are well-secured to the floor and free of frayed edges or seams. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

My responses are true and accurate to the best of my knowledge.

Employee Name

Employee Signature

Date