

WSU WORK-AT-HOME OFFICE SAFETY CHECKLIST

Employee's Name: _____

Inspection Date: _____

It is recommended each employee inspect his/her designated workspace before work from home begins, on a periodic scheduled basis thereafter (minimum annually), and whenever work area changes introduce new potential workplace hazards. If any items are marked "No," promptly correct safety concerns before starting work from home. In addition, Supervisors are encouraged to review and retain inspection documentation, including findings **and** corrective actions. Contact EH&S at 335-for questions or additional information. Reference applicable WSU Safety Policies and Procedures Manual (SPPM) chapters for each topic, found at <https://policies.wsu.edu/prf/sppm-table-contents-comprehensive/>

General Safety:		Yes	No
1. Are workstations free of obstructions to permit visibility and movement?			
2. Are chairs in safe condition and casters, rungs and legs sturdy?			
3. Are floors clear and free of slip/trip hazards (i.e. clean, in good repair, and free of obstructions)?			
4. Are materials (e.g. paper, supplies) stored properly to reduce risk of falling objects?			
5. Are filing cabinets and other heavy equipment placed against the wall?			
6. Is a step stool or ladder available to minimize the temptation to use chairs for reaching high objects?			
Fire Safety (SPPM 8.0)		Yes	No
7. Are walkways/doorways and exits free from obstructions?			
8. Is a charged and accessible fire extinguisher available?			
9. Is the work space kept clean of trash or other combustible materials?			
10. Are space heaters used in accordance with SPPM 8.50 ?			
Electrical Safety (SPPM 2.72):		Yes	No
11. Are grounded outlets (3-holed) available for safely powering office equipment?			
12. All electrical plugs, cords, outlets, and panels in good condition? No exposed/damaged wiring?			
13. Are cords located in a way to prevent tripping hazards?			
14. Are a sufficient number of outlets available to minimize use of extension cords?			
15. Is each electrical cooking appliance (e.g. coffee pot, hotplate) sitting on a flat non-combustible surface (e.g. ceramic pad, granite)?			
Workstation Ergonomics (SPPM 2.74):		Yes	No
16. Are large and heavy items stored on shelves between knee and waist height to prevent top-heavy shelves and back injury?			
17. Employee has completed the Office Ergonomics training (HRS, Safety Training Website) https://wsu.skillport.com/skillportfe/main.action			
18. Have appropriate ergonomic fixes been made to the workstation?			
19. If additional ergonomic support is needed, fill out the ergonomic self-evaluation form (https://ehs.wsu.edu/documents/2020/03/self-evaluation-checklist.pdf/) and transmit to your supervisor and EH&S for review.			
Other Safety Items or Comments (as needed):		Yes	No
20.			
21.			
Corrective Actions (continue on back as needed)			
Inspection Item #	Corrective action taken	Date of correction	

Above items have been inspected to ensure the designated work space is safe and free from hazards.

Employee Signature

Date

Supervisor Signature

Date