**UCSB Home Safety Checklist for**

**Telecommuters and Remote Workers**

The employee is responsible for ensuring a clean, safe, and ergonomically sound home/work office as a condition for telecommuting and working remotely. The employee should review this checklist with his/her supervisor and sign it prior to the start of the telecommuter or remote worker agreement.

|  |  |
| --- | --- |
| Name of Employee |  |
| Name of Supervisor |  |
| Start Date of Telecommuter/Remote Worker Agreement |  |

**Work Site**

|  |  |
| --- | --- |
|  | Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition. |
|  | The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it. |
|  | Supplies and equipment (both departmental and employee-owned) are in good condition.  |
|  | The area is well ventilated and heated.  |
|  | Storage is organized to minimize risks of fire and spontaneous combustion. |
|  | All extension cords have grounding conductors. |
|  | Exposed or frayed wiring and cords are repaired or replaced immediately upon detection. |
|  | Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight-fitting covers or plates. |
|  | Surge protectors are used for computers, fax machines, and printer. |
|  | Heavy items are securely placed on sturdy stands close to walls.  |
|  | Computer components are kept out of direct sunlight and away from heaters. |

**Ergonomics**

|  |  |
| --- | --- |
|  | Telecommuter agrees to complete the UCSB Online Ergonomic Training available at <http://learningcenter.ucsb.edu> (Tip: Search for keyword “Ergonomics”) |

I have read, understood, and compiled with the above terms:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date