UCSB Home Office Safety Checklist

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

☐ **General Safety** Employee understands and agrees that s/he is responsible for ensuring that the alternate location confirm worksite is safe from conditions that could pose a hazard to health and safety to persons or danger to equipment, including the following:

☐ Surge protectors are used for computers, fax machines, and printer.

☐ Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight-fitting covers or plates.

☐ Phone lines and electrical cords are secured under a desk.

☐ All extension cords have grounding conductors.

☐ Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.

☐ Computer components are kept out of direct sunlight and away from heaters

☐ The area is well ventilated and temperature controlled.

☐ The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.

☐ Storage is organized to minimize risks of fire and spontaneous combustion.

☐ **Training**   Employee agrees to complete the UCSB Online Ergonomic Training available at http://learningcenter.ucsb.edu (Tip: Search for keyword "Ergonomics") and implement all recommendations for the home office.

☐ **Injury Reports** Employee agrees to immediately notify the supervisor of any work-related injuries and file an incident report at: http://www.ehs.ucsb.edu/workcomp/incident-reporting-procedure

Employee Name: _____Title: _____

Employee Signature _____Date: _____

Supervisors Name: _____Title: _____

Retention: Signed checklist should be maintained in the employee's departmental personnel file along with the signed UCSB Telecommute-Remote Work Agreement.