

TELEWORK SAFETY AND ERGONOMIC CHECKLIST

The following checklists are designed to:

1. Help you assess the safety of your alternate work area;
2. Help you determine if your workstation is properly arranged from an ergonomic perspective; and,
3. Facilitate communication and clarify expectations between employees and employers with respect to safety and ergonomic issues.

You may also want to review an online self-paced ergonomics course that is available via the Internet at

<http://www.doa.state.wi.us/ergonomics/login.asp>.

Read and answer each question. Upon completion, please sign and review the checklist with your supervisor.

Name – Employee	Region
Job Classification	Bureau / Section / Unit
Alternate Worksite Address	

Note: A “No” response to the following questions does not automatically disqualify you from teleworking.

SAFETY CHECKLIST FOR ALTERNATE WORKSITE	Yes	No
1. Are lighting levels adequate for the work that is being done?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the stairs with four or more steps equipped with handrails?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is all electrical equipment free of recognized hazards such as frayed or loose wires?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are electrical cords double insulated and/or equipped with three-prong plugs?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there enough three-prong grounded electrical outlets in the work area, including a surge protector with sufficient electrical capacity to avoid overloading? (Do not use extension cords and do not daisy-chain surge protectors)	<input type="checkbox"/>	<input type="checkbox"/>
6. Are surge protectors, with a built in circuit breaker, used for computers, fax machines and printer?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are halls, doorways, corners, work areas and exits free of obstructions and tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are file cabinets and the computer workstation level and stable?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the work area maintained within a temperature range of 68 to 76 degrees?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are telephone lines and electrical cords secured and out of the way?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the floor covering in the workspace secure and free of tears, lumps and loose pieces?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are frequently used office items arranged and/or stored within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is a smoke detector located on each level of the alternate worksite?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are the smoke detector batteries changed at least semi-annually or smoke detectors directly wired?	<input type="checkbox"/>	<input type="checkbox"/>

ERGONOMIC CHECKLIST FOR ALTERNATE WORKSITE	Yes	No
1. Is your chair adjustable? (Can you raise and lower your chair?)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is your back fully supported by the backrest of the chair?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are your thighs parallel to the floor and your knees at a 90-110 degree angle while sitting at your workstation?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are your feet flat on the floor or supported by a footrest while sitting at your workstation?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have adequate leg room under your desk?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the monitor directly in front of you?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is your head in a level, upright position and shoulders relaxed when you are looking at the screen?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the monitor approximately 18-30 inches from your eyes? Note: If you work with a monitor that is 17 inches or larger, you may need to move the monitor a few inches farther away.	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the top of the monitor slightly below your eye level? Note: If you wear prescription glasses, you may need to position the monitor differently.	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the screen positioned to minimize glare and reflections from overhead lights, windows and other light sources?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are the screen's brightness and contrast controls set for optimal viewing?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are documents placed next to the monitor and at the same height as the screen? If not, use a document holder.	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the height and angle of the keyboard adjusted to keep your wrist in a straight (natural / neutral) position?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are your elbows bent at a 90-degree angle when your fingertips are resting on the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are your arms and elbows close to your body while typing?	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the mouse positioned close to the keyboard at the same level?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are your elbows bent at a 90-degree angle when your hands are resting on the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you periodically change positions, stand up or stretch?	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS—Include additional information on “NO” responses.		

SIGNATURE – Employee	Date Signed
SIGNATURE - Supervisor	Date Signed