



## Home Workstation: Self-Assessment Safety Checklist

The checklist is designed to assess the safety of the home workstation. Employees are expected to designate an adequate and separate workstation in the home. To ensure employees are working in a safe and healthy dedicated workstation, the following checklist must be completed by the employee prior to the start date annually and/or when conditions in the home change.

\*Assessment is of the workstation only and is not reflective of the safety of the home in its entirety\*

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Home Workstation Address \_\_\_\_\_

Description of Work \_\_\_\_\_

Emergency Procedure			
<p>1) What steps would you follow in case of an emergency?</p>    <p>2) Do you have access to a phone in case of an emergency?</p>			
Workstation Conditions	Satisfactory	Not Satisfactory	Action Required
1) Walking surfaces free of tripping, slipping and falling hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
2) Stairs are clear and unobstructed. Handrail installed is in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
3) Area is tidy and free of clutter.	<input type="checkbox"/>	<input type="checkbox"/>	
4) Shelving and cabinets securely braced.	<input type="checkbox"/>	<input type="checkbox"/>	
5) No sharp edges on desks and cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	
6) Adequate number of electrical outlets (not overloaded).	<input type="checkbox"/>	<input type="checkbox"/>	
7) Receptacle plates in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
8) Power cords in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
9) Power bars plugged directly into wall.	<input type="checkbox"/>	<input type="checkbox"/>	
10) Electrical panel properly covered and readily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical Safety Brochure available at <a href="http://www.workingatmcmaster.ca/med/document/Electrical-Safety-Brochure-1-36.pdf">http://www.workingatmcmaster.ca/med/document/Electrical-Safety-Brochure-1-36.pdf</a>			
<b>Fire Safety</b>	<b>Satisfactory</b>	<b>Not Satisfactory</b>	<b>Action Required</b>
1) Functioning smoke detectors tested regularly (monthly) within a reasonable proximity to your workstation.	<input type="checkbox"/>	<input type="checkbox"/>	
2) Functioning carbon monoxide detector tested regularly (monthly).	<input type="checkbox"/>	<input type="checkbox"/>	
3) Functioning fire extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ergonomics</b>	<b>Satisfactory</b>	<b>Not Satisfactory</b>	<b>Action Required</b>
1) Office Workstation Ergonomics Self Assessment Checklist completed prior to beginning work. Checklist available at <a href="http://www.workingatmcmaster.ca/med/document/Ergonomics-Self-Assessment-Checklist-1-36.pdf">http://www.workingatmcmaster.ca/med/document/Ergonomics-Self-Assessment-Checklist-1-36.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Ventilation, temperature, light and noise levels can be controlled.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal Safety</b>	<b>Satisfactory</b>	<b>Not Satisfactory</b>	<b>Action Required</b>
1) No risk of violence and harassment, including domestic violence.  Incidents of violence and harassment will be reported to supervisor as soon as possible. Additional information available at <a href="http://www.workingatmcmaster.ca/ehss/prevention/workplace-violence/">http://www.workingatmcmaster.ca/ehss/prevention/workplace-violence/</a>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Hazards</b>	<b>Satisfactory</b>	<b>Not Satisfactory</b>	<b>Action Required</b>
1) No additional known hazards present in your workstation.	<input type="checkbox"/>	<input type="checkbox"/>	

**Additional Employee's Comments**

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Supervisor's Comments**

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\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

A copy of the Home Workstation Self Assessment Safety Checklist, once completed and signed, should be retained by the supervisor with the Working from Home Arrangement (you should **not** mail the completed checklist, or a copy, to EOHSS).

It may be necessary to provide photos of your workstation to your supervisor.

Should you have questions regarding the *Home Workstation Self Assessment Safety Checklist*, please contact EOHSS at [ehss@mcmaster.ca](mailto:ehss@mcmaster.ca) or by phone at 905-525-9140 ext. 24352.