

## Reclamation Manual

### Directives and Standards

### Remote Work Safety Checklist

The following checklist is designed to assess the overall safety of the remote worksite. Please read and complete this self-certification safety checklist. Employees are responsible for informing their supervisor of any significant change to the remote site work area or space. Work directly with your supervisor to resolve any remote worksite safety concerns.

<b>Name:</b>
<b>Address of Remote Worksite:</b>

*Please answer "Yes", "No", or leave blank if not applicable:*

<b>A. Workspace Environment</b>	<b>Yes</b>	<b>No</b>
1) Is the workspace free of asbestos-containing materials?		
2) If asbestos-containing material is present, is it undamaged and in good condition?		
3) To the extent it can be determined, is the work area free of indoor air quality problems?		
4) Is the space free of noise hazards?		
5) Is temperature and lighting adequate for your normal level of job performance?		
6) Is all electrical equipment free of recognized hazards that would cause physical harm?		
7) Will the electrical system permit the grounding of electrical equipment?		
8) Are file cabinets and storage closets arranged so drawers and doors do not open into hallways or exit ways?		
9) Are exit ways clear and easily accessible?		
10) Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard, to prevent being stepped on or cause a tripping hazard?		
11) Is there a working smoke detector in or near the work area?		
12) Is adequate ventilation present for the desired occupancy?		
13) Is your office space neat, clean, and free of excessive amounts of paper or other combustibles?		
<b>B. Workstation</b>	<b>Yes</b>	<b>No</b>
14) Are your monitor, keyboard, and mouse at appropriate heights so your posture and arms are comfortable throughout the day?		
15) Do you have a sturdy, adjustable office chair that fits your body (e.g. seat pan supports legs, lumbar support)?		

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16) Is your back adequately supported by the backrest?		
17) Are your feet on the floor or fully supported by a footrest?		
18) Is it easy to read the text on your screen?		
19) Do you have enough leg room at your desk?		
20) Is the screen free from noticeable glare?		
21) Is the top of the screen eye level?		
22) When keying, are your forearms close to parallel with the floor?		
23) Are your wrists straight when keying?		

#### **Ergonomics Basics:**

- ✓ Tilt or swivel the monitor to eliminate to reduce glare on the screen or add an anti-glare filter.
- ✓ Reduce glare on work surface by decreasing overhead lighting and using window shades effectively.
- ✓ Add a task light to illuminate documents properly.
- ✓ Use document holder to place source documents as close to the computer screen as possible and at the same height and distance.
- ✓ Place mouse and other input devices next to the keyboard.
- ✓ Select a chair that allows clearance behind knees when seated against the backrest.
- ✓ Maintain a proper posture; having a 90 degree or greater angle at the hips and knees while the feet are supported by the floor or footrest.
- ✓ Use the backrest of the chair to provide full support, particularly for the lower back. Adjust the height of the chair to achieve a proper posture.
- ✓ Adjust the keyboard or chair height to keep forearms, wrists, and hands in a straight-line while using the keyboard.
- ✓ Block noise with fabric partitions or use earplugs, music, or a small fan to mask noise.
- ✓ Allow ample clearance to move knees and legs under the keyboard support.

**The Safety Checklist above is accurate to the best of my knowledge and my worksite is safe.**

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Supervisor Signature & Date