

Remote Work Safety Self-Assessment Checklist

Work Environment

☐ Workspace is free from trip hazards (cords, clutter, etc.). ☐ Work area has adequate lighting. ☐ Desk and chair are at appropriate height and ergonomic. ☐ Fire/smoke detector is present. ☐ Electrical outlets are not overloaded.

Equipment & Technology

☐ Computer and equipment are in good working condition. ☐ Surge protectors are used for electronics.
☐ Confidential work information is securely stored. ☐ Strong, unique passwords are used for work devices.
☐ Antivirus and security updates are enabled.

Health and Wellness

☐ I take regular breaks throughout the day. ☐ Workspace allows for comfortable posture. ☐ Screen is positioned at an appropriate distance to reduce eye strain. ☐ Drinking water is easily accessible. ☐ I have access to first aid supplies.

Additional Comments / Notes