**Self-Certification Checklist**

**For Telecommuters – Remote Work**

**The following checklist is designed to help you assess the safety of your home office.**

Is the work area quiet and free of distraction?

Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?

Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, overloaded circuits, exposed or loose wires)?

Will the home’s electrical system permit the grounding of electrical equipment (a grounded 3-prong receptacle)?

Are aisles, doorways, and corners free of obstructions to permit visibility and movement?

Are file cabinets and storage closets arranged so drawers and doors do not enter walkways?

Are phone lines, electrical cords, and surge protectors secured to prevent tripping or entanglement?

Is the area in which the University equipment and files will be kept secured from unauthorized users?

Is your chair adjustable?

Is your back supported by a backrest?

Are your thighs parallel to the floor and your knees at a right angle when sitting at your workstation?

Are your feet flat on the floor or supported by a footrest?

Is the monitor approximately an arm’s length from you? Note: If you work with a monitor that is 17 inches or larger, you may need to move it a few inches farther away.

Is the top of the monitor slightly below your eye level? Note: If you wear glasses, you may need to position the monitor differently.

Is the monitor directly in front of you?

Is the screen positioned to minimize glare and reflections from overhead lights, windows, and other light sources?

Are documents placed next to the monitor and at the same distance and height as the screen? If not, use a document holder.

Are the height and angle of the keyboard adjusted to keep your wrist in a straight (neutral) position?

Are your elbows bent at a right angle when your hands are resting on the keyboard?

Are the screen’s brightness and contrast controls set for optimal viewing?

Are your head upright and shoulders relaxed when you are looking at the screen?

Is the mouse positioned close to the keyboard and at the same level?

Do you have adequate leg room under your desk?

Are your arms and elbows close to your body when typing?

 Do you use a headset or speaker phone if you use the phone frequently?

 Do you periodically change positions, stand up, and/or stretch?