

Appendix D: Remote Workspace – Self-Assessment Checklist

This checklist is provided to assist employees in conducting a readiness assessment on their remote or home workspace as a pre-requisite for remote working arrangements. This assessment **MUST** be completed prior to the commencement of the remote working arrangement, and it forms part of the Remote Working Assessment. Once completed, this checklist should be forwarded to the employee’s direct supervisor.

Note: This assessment is for the workspace only and is not reflective of the overall safety of the home or remote location in its entirety.

Date: Click or tap to enter a date.

Employee & Supervisor/Manager Details	
Employee First Name: Click or tap here to enter text.	Employee Last Name: Click or tap here to enter text.
Manager First Name: Click or tap here to enter text.	Manager Last Name: Click or tap here to enter text.
Division: Click or tap here to enter text.	Department: Click or tap here to enter text.
Remote or Home Location Address: Click or tap here to enter text.	
Brief Description of Work: Click or tap here to enter text.	

Workstation Conditions:	Satisfactory	Not Satisfactory	Action Required
Designated workspace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area is tidy and free of clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelving and cabinets are securely braced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No sharp edges on desks and cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate number of electrical outlets (no overload risk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power cords in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Power bars plugged directly into the wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical panel covered and readily accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receptable plates in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits are clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Safety:	Satisfactory	Not Satisfactory	Action Required
A fire safety plan is known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functioning carbon monoxide detector (tested regularly) and within a reasonable proximity to the workspace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location is equipped with smoke detectors (tested regularly) and within a reasonable proximity to the workspace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ergonomics:	Satisfactory	Not Satisfactory	Action Required
The workspace is well ventilated, temperature controlled, with adequate lighting and controlled noise levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee has reviewed the <u>Workspace Ergonomics Self Assessment Checklist</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Safety:	Satisfactory	Not Satisfactory	Action Required
The workspace or home is free from any risk of violence, harassment, or danger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Hazards: Indicate and hazards and assess them	Satisfactory	Not Satisfactory	Action Required
Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Procedure:



Detail the steps you would take in case of an emergency:

Click or tap here to enter text.

Detail backup contact information- such as a secondary phone in case of an emergency:

Click or tap here to enter text.

Employee Attestations:

Employee Name (Print):

Click or tap here to enter text.

Employee Signature:

Click or tap here to enter text.

Date:

Click or tap to enter a date.