

Done	Category	Item
	Electrical Safety	Appliance, office equipment, and entertainment device cords are in good condition
	Electrical Safety	Cords do not pose a tripping hazard
	Electrical Safety	Outlets are grounded and not overloaded
	Electrical Safety	There is sufficient ventilation for electrical equipment to prevent overheating
	Emergency Planning	First Aid Kit available and stocked
	Emergency Planning	Emergency contact numbers posted / available (i.e. Poison Control)
	Emergency Planning	Humber has your emergency contact information
	Ergonomics	Your screen is directly in front of you
	Ergonomics	Your keyboard and mouse are positioned at elbow height
	Ergonomics	Your screen is at eye level and approximately one arm's length away
	Ergonomics	Your feet are supported (on the floor or by a footrest/box/book etc)
	Ergonomics	Your knees and elbows are at 90 degree angles while seated
	Ergonomics	Your lower back is supported by a chair back rest, a pillow, or rolled up blanket
	Fall Prevention	Stable step stool available to reach overhead items
	Fall Prevention	Rugs and/or entryway mats have an anti-slip pad beneath them
	Fall Prevention	Shower / tub has an anti-slip mat
	Fall Prevention	Floors are level and are in good condition
	Fall Prevention	Floors do not have holes, worn or loose floor planks, or carpet sticking up
	Fall Prevention	Stairs are free of debris/personal objects
	Fall Prevention	Spills are cleaned up promptly
	Fire Protection	Working smoke alarm present on every level
	Fire Protection	Clear access to at least one fire extinguisher (i.e. multipurpose ABC model in the kitchen)
	Fire Protection	Fire extinguisher is charged and in good condition
	Fire Protection	Carbon monoxide detector in areas where there are fuel-burning appliances
	General	Child safety locks and gates are in place (as applicable)
	General	Cleaning supplies, chemicals, and medication are stored in safe places
	General	Dryer lint trap is regularly cleaned
	Kitchen Safety	Cooking is never left unattended
	Kitchen Safety	Raw meat, poultry, fish, and seafood are stored separately from other foods
	Kitchen Safety	Refrigerator is at 4 °C (40 °F) or lower and freezer is at -18 °C (0 °F) or lower
	Kitchen Safety	Food is defrosted in the refrigerator, in cold water or in the microwave

Done	Category	Item
	Kitchen Safety	Thawed food is never re-frozen
	Kitchen Safety	You have a thermometer to check internal temperature of meat, poultry, fish
	Kitchen Safety	Knives are sharpened and stored in a safe area
	Mental Health	Your department/clients have been made aware of your working hours
	Mental Health	You are able to connect via phone, chat, or video conferencing with colleagues
	Mental Health	You have reviewed work schedule, expectations, deadlines, etc with your management
	Mental Health	You have established a work schedule including break times
	Mental Health	You have explored employee wellness initiatives offered by Humber (see HR site)
	Office Set up	You have a dedicated work space or room where it is easy to concentrate
	Office Set up	Level of lighting is adequate for safe and comfortable performance of work
	Office Set up	Lighting does not produce glare on work surfaces or monitors
	Storage	Heavy items are stored in easy-to-reach places
	Storage	Large/heavy furniture is secured to the wall
	Storage	Unobstructed access to electrical panel
	Storage	Unobstructed access to fire escape, fire exit, and/or fire extinguisher