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# SAFETY CHECKLIST FOR TELECOMMUTING OFFICE ENVIRONMENT

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THE FOLLOWING CHECKLIST IS RECOMMENDED FOR USE BY EACH REMOTE WORKER IN ORGANIZING AN ALTERNATE WORK SPACE SITE.

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- Remote worker has a clearly defined workspace that is kept clean and orderly.
- The work area is adequately illuminated with appropriate lighting.
- Exits are free of obstruction.
- Supplies and equipment are in good working condition.
- The area is well ventilated and heated.
- Storage is organized to minimize the risks of fire and spontaneous combustion.
- All extension cords have grounding conductors; exposed or frayed wiring and cords are repaired or replaced immediately upon detection; electrical enclosures have tight-fitting covers or plates.
- Surge protectors are used for computers, fax machines and printers.
- Heavy items are securely placed on sturdy stands close to walls.
- Computer components are kept out of direct sunlight and away from heaters.
- A first aid kit, portable fire extinguisher(s), and earthquake preparedness kit are easily accessible and maintained in readiness condition.
- Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body.

## SIGNATURES

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I have read the above requirements for my telecommuting alternate work site. **The Neon Exchange** has provided me a space that meets all of the above criteria.

Company Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the above requirements for your telecommuting employee's alternate work site. **The Neon Exchange** verifies that our worksite meets all of the above criteria.

The Neon Exchange's Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Toni Bowles, Founder, CEO