

Working From Home Checklist

	Y/N	Notes	Fixed	Date/Time	Initials
Workstation ergonomically set up					
Shelving and racks secured					
Trip hazards cleared					
Adequate lighting					
Glare and reflection controlled					
Space well ventilated					
Room temperature controlled					
No excessive noise in the area					
Power outlets not overloaded					
Cords in good condition					
Access to communication					
Regular communication set up					
Emergency procedures in place					
Frequent cleaning maintained					
Additional hazards:					