

Working from Home Checklist

The following checklist is to be completed by the appropriate supervisor before and at the initial set up of the home working location. Once completed, this checklist will be kept on file and re-visited quarterly, or sooner if the supervisor deems it necessary or if challenges arise.

Technology (Computer, Phone, and Associated Equipment)	Yes	No	N/A	Comment
Fast and reliable internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer tower present and functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer monitor(s) present and functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard present and functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mouse present and functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speakers present and functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Webcam with built-in microphone present and functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Headset (if needed) present and functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All computer items connected together and functioning properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The computer connected to home WIFI successfully tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VPN installed and functioning correctly if installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work phone extension forwarded to the phone being used at home (home or cell) and has been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workspace equipped with the phone (home or cell) that is adequate for work purposes and will not be interrupted/answered by other members of the home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Voicemail setup on the phone reflects a work-related voicemail message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Voicemail is kept confidential (other household members cannot/do not access it)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Ergonomics	Yes	No	N/A	Comments
Ergonomically friendly chair available that allows you to maintain proper posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The desk that's has a working height of just above your elbows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard placed in front of seated position so arms can maintain a 90-degree angle to the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer monitor(s) placed directly in front of seated position so minimal head-turning is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer monitor placed at the proper height on the desk so extensive looking up and down is not required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate lighting available in the work area so as not to strain the eyes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimal noise beyond those required for your tasks to minimize hearing hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The desk contains a sufficient amount of room to hold all items needed, with no over-crowding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Slips, Trips and Falls	Yes	No	N/A	Comments
The work area is free from cords that could cause a fall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage can (where applicable) is not within the intended path of travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cords related to technology are safely stowed away so as not to present a hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The chair is maintained in good condition (no loose bolts, armrests, etc. that may cause a slip, trip or fall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The desk is maintained in good condition (no loose bolts, the table has no broken legs, desk overall is stable etc., that may cause a slip, trip or fall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The work area is overall free from slip, trip and fall hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General	Yes	No	N/A	Comments
Employee has provided an image of the workspace to their supervisor for approval prior to starting work from home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee has successfully set up and tested all requirements to the satisfaction of their supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Functional fire extinguisher, smoke detector and first-aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General Statements	Yes	No	Employee Initials
The employee understands that expectations outlined in the workplace are required to be adhered to in the same manner while working from home	<input type="checkbox"/>	<input type="checkbox"/>	
The employee understands that the daily hours of employment and break entitlement while in the workplace will apply in the same manner while working from home	<input type="checkbox"/>	<input type="checkbox"/>	
The employee understands that all documents and forms of communications with clients and other members of the workplace are confidential and cannot be shared with other members of the household	<input type="checkbox"/>	<input type="checkbox"/>	
The employee understands that video communication will be required and may be more frequent in nature; as such, the work area within the home must remain professional and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
The employee understands that they must remain available during all required work times, via email, phone, or video conference, and must not be performing other tasks related to the household	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor Name		Supervisor Signature		Date	
Employee Name		Employee Signature		Date	