

Teleworkers are responsible for ensuring their alternate work location is safe and free from hazards. As an extension of the Department’s workspace, the location should meet the same health and safety standards as their official duty station.

Complete and submit this assessment to your supervisor with the Telework Agreement.

- The workspace is free from excessive noise.
- There is adequate lighting provided at the worksite.
- All electrical equipment is free of hazards that could cause physical harm.
- All electrical plugs, cords, outlets, and panels are in good condition.
- The electrical system is adequate for office equipment.
- Computer equipment is connected to a surge protector.
- Extension cords and power strips are not daisy chained and no permanent extension cord is in use.
- Aisles, doorways, and corners are free of obstructions, permitting visibility and movement.
- Carpets are well secured to the floor and free of frayed or worn seams.
- Floors are clear and free from hazards.
- Walkways, aisles, and doorways are unobstructed.
- First aid supplies are readily accessible and adequate.
- The following ergonomics information has been reviewed:
 - o [Ergonomics for Remote Workers](#)
 - o [Telework Ergonomics Self-Assessment](#)
- Work station furniture and equipment is stable and in good repair.
- The office space is neat, clean, and free of hazardous materials.
- All radiators and portable heaters are located away from flammable items.
- There is a working smoke detector in the workspace area.
- A fire extinguisher is located nearby.

Name	Signature	Date
Supervisor	Signature	Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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