

## The Graduate Center Off-site Workplace Safety Checklist

This checklist is designed to help you assess the overall safety of your chosen off-site workplace and to ensure that you have properly prepared for telecommuting. Please review the items on this checklist to better ensure the safety of your off-site workplace.

	Yes	No
1. Is the workspace free of potential hazards that could cause physical harm? (e.g., frayed wires, bare conductors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Are electrical outlets grounded (3-pronged)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the rungs, legs, and wheels of your chairs sturdy?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the phone lines, electrical cords, and extension wires secured?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the office space neat, clean, and free of obstructions and combustibles?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there enough light for reading?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is a fire extinguisher easily accessible from the office space?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a working smoke detector within hearing distance of the workspace?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there telephone and internet service available at the workspace?	<input type="checkbox"/>	<input type="checkbox"/>