



# Telework Workspace Self-Checklist

The following checklist is designed to assess the overall feasibility and safety of the remote workspace.

## Workspace Safety

- 1. Remote workspace accommodates the workspace, equipment/related material.  Yes  No
- 2. Floors, around and beneath furniture/work equipment, clear/free from hazards.  Yes  No
- 3. Stairs are equipped with handrails.  Yes  No
- 4. Temperature, ventilation, and lighting are adequate.  Yes  No
- 5. Phone lines and electrical cords are secured and away from heat sources.  Yes  No
- 6. Hazardous chemicals are stored away from workspace.  Yes  No
- 7. Remote workspace is clear of elevated hazards.  Yes  No
- 8. Equipment is located away from water sources.  Yes  No

## A. Fire Safety

- 1. An evacuation plan exists in the event of a fire.  Yes  No
- 2. Fire exits are unobstructed.  Yes  No
- 3. Access to multi-use, charged and dry chemical fire extinguisher.  Yes  No
- 4. There is a working smoke detector covering the designated workspace.  Yes  No
- 5. Workspace is kept free from trash, clutter, and flammable materials.  Yes  No
- 6. Any portable heaters are located away from flammable materials.  Yes  No

## B. Electrical Safety

- 1. Sufficient electrical outlets are accessible and properly grounded.  Yes  No
- 2. Computer equipment is connected to surge protectors. No permanent extension cords in use.  Yes  No
- 3. Surge protectors are plugged directly into a wall outlet.  Yes  No
- 4. All electrical plugs, cords, panels, and receptacles are in good condition and free of exposed conductors or broken insulation.  Yes  No
- 5. Equipment is turned off when not in use.  Yes  No

## C. IT Safety and Security

- 1. University equipment/technology with security software.  Yes  No
- 2. Sensitive or confidential information is out of view of webcam.  Yes  No
- 3. High-speed, broadband internet connection.  Yes  No
- 4. Telephone access landline or cell phone.  Yes  No
- 5. Sensitive or confidential documents are properly destroyed.  Yes  No
- 6. Computer is locked when not present at workspace.  Yes  No

## D. Other Safety or Security Items

- 1. All sensitive or confidential documents are securely stored during non-work periods.  Yes  No
- 2. All electronic information is stored in accordance with the [Technology Use Policy and Procedures](#).  Yes  No
- 3. \_\_\_\_\_ (Other).  Yes  No

The telework space is considered an extension of the University workspace; therefore, the Worker's Compensation program will respond to job-related injuries that occur in the remote workspace during the employee work hours. In the event of a job-related incident, accident, or injury during teleworking hours, employees must notify their HR Liaison/Supervisors/Managers/Designees immediately and follow established procedures to report and investigate workplace incidents, accidents, or injuries. Worker's Compensation does not apply to non-job-related injuries that occur in the remote workspace. The University is not responsible for injuries to third parties or members of the employee's family that occur on the employee's premises. For additional information regarding our Worker's Compensation Policy please visit: [University of Delaware Worker's Compensation Policy](#)