Wayland Baptist University Telecommuting Worksite Checklist

The following checklist is designed to certify the overall safety of your telecommuting worksite and assess that it is conducive for productive work.

Please complete the following about the designated work area.   YES   NO

   Is the work space clearly defined, neat, clean, and free of combustibles?   _____   _____

   Are conditions of temperature, noise, ventilation and lighting levels
   adequate for maintaining your normal level of job performance?   _____   _____

   Is all electrical equipment free of recognized hazards that would cause
   physical harm (frayed wire, bare conductors, loose wires, flexible wires
   running through walls, exposed wir to the ceiling)?   _____   _____

   Are the phone lines, electrical cords, and extension wires secured under
   a desk or alongside a baseboard?   _____   _____

   Is a surge protector being utilized for electrical equipment?   _____   _____

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