



Oregon National Guard

TELEWORK SELF-CERTIFICATION SAFETY CHECKLIST

Name:

Organization/Office:

Geographical Location:

Telephone:

This self-certification safety checklist assesses the overall safety of alternative worksites. Each telework participant will read, complete, sign and date the checklist. Upon completion, the supervisor will review, sign and date the checklist.

Address of home work site location:

Describe the designated home work area:

A. Workplace Environment

- | | | |
|--|-----|----|
| 1. Are temperature, noise, ventilation and lighting levels adequate to maintain your normal level of job performance? | Yes | No |
| 2. Are all stairs with four or more steps equipped with handrails? | Yes | No |
| 3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service and do they clearly indicate if they are in the open or closed position? | Yes | No |
| 4. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed or loose wires, exposed wiring/conductors, missing/broken)? | Yes | No |
| 5. Will the building/residence electrical system provide for grounding electrical equipment (three prong receptacles)? | Yes | No |
| 6. Are aisles, doorways and corners free of obstructions to permit visibility and movement? | Yes | No |
| 7. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? | Yes | No |
| 8. Do chairs have any loose casters (wheels) and are chair legs sturdy? | Yes | No |
| 9. Are the phone lines, electrical cords and extension wires secured under a desk or along a baseboard? | Yes | No |
| 10. Is the office space neat, clear and free of excessive amounts of combustibles? | Yes | No |
| 11. Are floor surfaces (including carpets) clean, dry, level and free of worn or frayed seams? | Yes | No |
| 12. Is there sufficient light for reading? | Yes | No |
| 13. Is the building/residence equipped with working smoke detectors? | Yes | No |

B. Computer Workstation (If applicable)

- | | | |
|---|-----|----|
| 14. Is your chair adjustable? | Yes | No |
| 15. Does a back rest support your back adequately? | Yes | No |
| 16. Are your feet on the floor or fully supported by a footrest and do you have enough leg room at your desk? | Yes | No |

- | | | |
|--|-----|----|
| 17. Is your computer monitor in a comfortable placement, at eye level? | Yes | No |
| 18. Is the computer screen free from noticeable glare and easy to read? | Yes | No |
| 19. When keying, are your forearms close to parallel with the floor and are your wrists fairly straight? | Yes | No |
| 20. Is there space to rest the arms while not keying? | Yes | No |

C. Computer System Information (if applicable)

- | | | |
|--|-----|----|
| 21. What is the computer operating system? | Yes | No |
| 22. What is the microcomputer make and model? | Yes | No |
| 23. If you have internet access, with what company is the account? | Yes | No |
| 24. If remote access will be used to access U.S. government, State and Oregon National Guard data systems: | Yes | No |
| a. What is the modem speed? | Yes | No |
| b. Is the modem internal or external? | Yes | No |
| c. What communications software is installed? | Yes | No |
| d. What virtual private Network (VPN) access do you have installed on your computer to access the NG domain (ie: Citrix – https://webaccess.or.ngb.army.mil)? | Yes | No |
| e. Do you have available the Outlook Web Access (Webmail) address (https://webmail.or.ngb.army.mil)? | Yes | No |

Explain any NO responses:

By signing, the employee certifies that the information provided in this ORNG Telework Self-Certification Safety Checklist is true and accurate to the best of their knowledge and that the employee will keep the supervisor and ORNG updated on any changes to this Checklist.

Employee Signature

Date (YYYYMMDD)

Supervisor Signature

Date (YYYYMMDD)

Approved

Disapproved

Comments:

NOTE: *Please attach a copy of this list to your ORNG Employee Teleworking Agreement, send a copy to your Human Resource Office – TMO, send a copy to your IT System Security and retain a copy for your records.*