



Oregon National Guard

## TELEWORK SELF-CERTIFICATION SAFETY CHECKLIST

Name:

Organization/Office:

City:

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 work site location:

Describe the designated work site area - e.g. furniture, room size, internet connection:

## 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 | N/A |
| 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 panels)?       | Yes | No |     |
| 5. Is the building/residence electrical system equipped with three prong receptacles to ground equipment?   | 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)?   | Yes | No |     |
| 9. Is the chair support system (legs, base) sturdy?   | Yes | No |     |
| 10. Are all cords (electrical, extension wires, network cables) secured under a desk or along a baseboard?  | Yes | No |     |
| 11. Is the proposed work area neat, clear and free of excessive amounts of combustibles?  | Yes | No |     |
| 12. Are floor surfaces clean, dry, level and for carpets, free of worn or frayed seams?   | Yes | No |     |
| 13. Is there sufficient light for reading?  | Yes | No |     |
| 14. Is the building/residence equipped with working smoke detectors?  | Yes | No |     |

## B. Computer Workstation

- |  |     |    |  |
|--|-----|----|--|
| 1. Is your chair adjustable?   | Yes | No |  |
| 2. Does a back rest support your back adequately?  | Yes | No |  |
| 3. Are your feet on the floor or fully supported by a footrest and do you have enough leg room at your desk? | Yes | No |  |

- |  |     |    |
|--|-----|----|
| 4. Is the computer monitor at eye level and comfortable to view?                                       | Yes | No |
| 5. Is the computer screen free from noticeable glare and easy to read?                                 | Yes | No |
| 6. Are your forearms close to parallel with the floor and are your wrists fairly straight when keying? | Yes | No |
| 7. Is there space to rest your arms while not keying?  | Yes | No |

### **C. Computer System Information**

- |  |     |    |
|--|-----|----|
| 1. Who is your internet provider at your telework station?   |     |    |
| 2. Is your internet download speed adequate to support your work?  | Yes | No |
| 3. Do you have Cisco AnyConnect installed on your machine? (OR-VPN1)?  | Yes | No |
| 4. Do you know how to access the Outlook Web Access Application (Webmail) address ( <a href="https://webmail.mail.mil">https://webmail.mail.mil</a> )? | 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 Name Typed

Supervisor Title

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.*