

**SAFETY CHECKLIST
EMPLOYEE CERTIFICATION
TELEWORK PROGRAM**

Refer to IMCOM Regulation 690-610 for guidance to complete this form, proponent is G1

This checklist is used to assess the overall safety of the home work-site. The employee will complete the checklist, sign and return it to the supervisor within 5-calendar days after signing IMCOM Form 1-B (Telework Schedule Employee-Management Contract Agreement).

SECTION I - WORKPLACE ENVIRONMENT

- Yes No 1. Temperature, noise, ventilation and lighting levels are adequate for maintaining your normal level of job performance.
- Yes No 2. Aisles, doorways and corners are free of obstructions and permit visibility and movement.
- Yes No 3. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.
- Yes No 4. All electrical equipment is free of recognized hazards that would cause physical harm.
(frayed wires, bare conductors, loose wires or fixtures, exposed wiring on ceiling or floor)
- Yes No 5. Phone lines, electrical cords and surge protectors are secured under a desk or along a baseboard.

SECTION II - COMPUTER WORKSTATION

- Yes No 1. Chair is adjustable.
- Yes No 2. Back is adequately supported by a backrest.
- Yes No 3. It is easy to read the text on the computer screen.
- Yes No 4. The computer screen is free from noticeable glare.
- Yes No 5. The placement of the monitor and keyboard is adequate.
- Yes No 6. When keying, forearms are parallel with the floor.
- Yes No 7. Wrists are straight when keying.

SECTION III - EMPLOYEE INFORMATION

Employee Name	Home Telephone Number (<i>Area code first</i>)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Location of Designated Home Office or Work Area (*Street, City, State, Zip Code*)

Position	Organization	Supervisor Name
<input style="width: 95%; height: 80px;" type="text"/>	<input style="width: 95%; height: 80px;" type="text"/>	<input style="width: 95%; height: 80px;" type="text"/>

SECTION IV - SIGNATURES

Employee's Signature	Date
<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>

Supervisor's Signature	Date
<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>