



## **Department of Justice Telework Program**

### ***Safety Checklist for Alternate Work Sites***

*The following checklist is designed to help you assess the overall safety of the alternate worksite. Each participant should read the safety checklist provided below and ensure that the alternate worksite is in compliance with all listed safety criteria.*

1. Is the space free of asbestos containing materials?
2. If asbestos containing material is present, is it undamaged and in good condition?
3. Is the space free of indoor air quality problems?
4. Is there adequate ventilation for the desired occupancy?
5. Is the space free of noise hazards (noises in excess of 85 decibels)?
6. Is there a potable (drinkable) water supply?
7. Are lavatories available with hot and cold running water?
8. Are all stairs with four or more steps equipped with handrails?
9. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?
10. Do circuit breakers clearly indicate if they are in the open or closed position?
11. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)?
12. Will the building's electrical system permit the grounding of electrical equipment?
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
14. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?
15. Do chairs have any loose casters (wheels)? Are the rungs and legs of chairs sturdy?
16. Is the work area overly furnished?

17. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?
18. Is the office space neat, clean and free of excessive amounts of combustibles?
19. Are floor surfaces clean, dry, level, and free of worn or frayed seams?
20. Are carpets well-secured to the floor and free of frayed or worn seams?

*SPECIAL NOTE: The Department of Justice reserves the right to inspect the alternate work site, provided the employee is given at least 24 hours advance notice, to ensure compliance with safety standards.*

