

Monthly Safety Inspection - Working from home

Date:

O) Satisfactory (X) Requires Action

Hazards	Employee 1	Employee 2	Employee 3	Employee 4	Employee 5
Working Alone Call-in Procedure in place					
Ergonomics (keyboard elevation, chair adjustment)					
Workstation has grounded, electrical outlets					
Power cords and bars in good condition					
Good lighting and visibility					
Tripping or falling hazards					
Air quality-asbestos, tobacco, mould, ect					
Excessive noise or other distractions					
Emergency contacts in place					
Reporting procedures in place for incidents					
Emergency equipment					
Washrooms and food preparation areas clean					

Hazards identified:

Possible controls to eliminate or minimize risks:

Resources needed for risk control:

Action deadline and person responsible: