



ALTERNATIVE WORKPLACE BEST PRACTICES CHECKLIST

Please complete this alternative worksite best practices checklist.

The purpose of the checklist is to assess the overall safety of your alternative workplace

LIST OF ITEMS/CONDITIONS TO INSPECT

Check to ensure that:

- Temperature, noise, ventilation, and lighting levels are adequate for maintaining your normal level of job performance.
- All stairs with four or more steps are equipped with handrails.
- All circuit breakers and/or fuses in the electrical panel are labeled as to the intended service.
- Circuit breakers clearly indicate if they are in the open or closed position.
- All electrical equipment and wires are free of recognized hazards that would cause physical harm (frayed wires, bare conductors, and loose wires).
- Building's electrical system permits the grounding of electrical equipment.
- Aisles, doorways, and corners are free of obstructions to permit visibility and movement.
- File cabinets and storage closets are arranged so drawers and doors do not open into walkways.
- Chairs have no loose wheels, unsteady legs, or loose/missing rungs.
- Phone lines, electrical cords, and extension wires are secured under a desk or alongside a baseboard.
- Office space is neat, clean, and free of combustibles.
- Floor surfaces are clean, dry, level, and free of worn or frayed seams.
- Carpets are well secured to the floor and free of frayed seams.
- Light is adequate for reading.
- Smoke detector in or near the work area is functional.
- Lavatories are functional and have hot and cold running water.
- Workspace is free of asbestos-containing materials.
- Water supply is drinkable.
- Space is free of noise hazards.
- Work area is free of indoor air quality problems, to the extent it can be determined.
- Chair you choose to use for work is suitable for a full workday.
- Chair is adjustable and you understand how to adjust it.
- Backrest adequately supports your back.
- Your feet are on the floor or fully supported by a footrest when seated.
- You are satisfied with the placement of your computer and keyboard.
- Text on your screen is easy to read.
- Leg room at your desk or seat is adequate.
- Computer screen is free from any noticeable glare.
- Top of the computer screen is at eye level.
- Surface of the desk has space to rest your arms while not keying.
- Surface of the desk allows your forearms to be close to parallel with the floor when keying.
- Desk allows your wrists to be fairly straight when keying.