

## Hybrid Work Home Safety Checklist

This Hybrid Work Home Safety Checklist is required for Board of Lucas County Commissioners' employees who are working remotely on a regular and recurring basis at a location other than a County-owned or leased facility or at County field sites.

### Employee Information

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Work Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

The following checklist is designed to determine the overall safety of your alternative work location. Please read and complete the checklist in its entirety. Upon completion, you and your supervisor should sign and date the checklist in the spaces provided.

My primary Hybrid Work location will be:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please describe the designated work area at this location:

### Safety Guidelines for Hybrid Work Space

Employees requesting Hybrid Work should use the following guidelines to assist them in surveying the overall safety of the Hybrid Work location. The following are only recommendations and do not address every situation that may be encountered. If safety issues are identified, employees are encouraged to obtain professional assistance and at their own expense.

1. Develop and practice a fire evacuation plan for use in the event of an emergency.
2. Check your smoke detectors regularly and replace batteries once a year.
3. Always have a working fire extinguisher conveniently located in your home and check the charge regularly.
4. Computers are heavy. Always place them on sturdy, level, well maintained furniture.
5. Choose office chairs that provide good supporting backrests and allow adjustments to fit you comfortably.
6. Locate your computer to eliminate noticeable glare from windows and lighting. Place the computer monitor at a height which is comfortable and does not produce neck or back strain. Locate computer keyboards at heights that do not cause wrist strain or place the keyboard on an adjustable surface.

7. Install enough lighting in locations to reduce glare on the work surface.
8. Arrange file cabinets so that opened drawers do not block aisles.
9. Be sure to leave aisle space, where possible, to reduce tripping hazards.
10. Always make sure electrical equipment is connected to grounded outlets.
11. Avoid fire hazards by never overloading electrical circuits.
12. Inspect and repair carpeting with frayed edges or loose seams. Avoid using throw rugs that can cause tripping hazards in your workspace.
13. Locate computers, phones, and other electrical equipment in a manner that keeps power cords out of walkways.
14. Always power down computers after the work day is over and turn off all electrical equipment during thunderstorms.
15. Keep your work area clean and avoid clutter which can cause fire and tripping hazards.
16. Do not allow non-County employees to operate or repair County owned equipment.
17. Always keep County files and information in a secure place and do not advertise your home office to strangers.
18. Always use proper lifting techniques when moving or lifting heavy equipment and furniture.
19. Always report accidents and injuries immediately to your supervisor.

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I have read and will comply with the Hybrid Work safety guidelines listed above.

Employee Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

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Received by the Department of Human Resources

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_