



**THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION
OFFICE OF EMPLOYEE SERVICES**

SAFETY CHECKLIST FOR THE HOME OFFICE



- The space should be adequately ventilated.
- The space should be reasonably quiet and free of distractions.
- All stairs with 4 or more steps should be equipped with handrails.
- All circuit breakers and/or fuses in the electrical panel should be labeled as to intended service.
- Circuit breakers should clearly indicate if they are in open or closed position.
- All electrical equipment should be free of recognized hazards that could cause physical harm (e.g. frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling).
- Electrical outlets should be 3 pronged (grounded).
- Computer equipment should be connected to a surge protector.
- Aisles, doorways, and corners should be free of obstructions to permit visibility and movement.
- File cabinets and storage closets should be arranged so drawers and doors do not open into walkways.
- The space should not be crowded with furniture.
- Phone lines, electrical cords and extensions wires should be secured under a desk or alongside baseboard.
- Floor surfaces should be clean, dry, level, and free of worn or frayed seams.
- Carpets should be well secured to the floor, and free of rayed or worn seams.

FOR QUESTIONS REGARDING CHECKLIST CONTACT 512-499-4587