



Living Sky School Division No. 202

Growth Without Limits, Learning For All

Procedure 5.41 Appendix B – Home Office Safety Checklist

Based on guidelines from the Canadian Centre for Occupational Health and Safety

To protect the health and safety of all employees work from home the following checklist should be used to assess the safety of your home office. Ensure you report any issues to your supervisor.

Fire Protection

- ☐ Is there a smoke alarm in the office?
- ☐ Is there clear access to a fire extinguisher?
- ☐ Is there a carbon monoxide detector in areas where there are fuel-burning appliances?
- ☐ How many exits are available and where are they?
- ☐ Does workspace space meet safety requirements of local building and fire codes?

Emergency Procedures

- ☐ Has an evacuation plan been established?
- ☐ Are the first aid supplies adequate?
- ☐ Are emergency contact numbers posted near the telephone?
- ☐ Has a periodic contact schedule been established?
- ☐ Does your office contact know how to reach someone near you in the event of an emergency?

Electrical Safety

- ☐ Are extension cords in good condition and positioned properly?
- ☐ Are cords and cables causing a tripping hazard?
- ☐ Are outlets grounded and not overloaded?
- ☐ Is there surge protection for electrical equipment?
- ☐ Is there sufficient ventilation for electrical equipment?