

### Charles County Public Schools Safety Checklist

	<b>General</b>	<b>Yes</b>	<b>No</b>
1	Workspace is away from noise, distractions, and is devoted to your work needs?		
2	Workspace accommodates workstation, equipment and related material		
3	Floors clear and free from hazards?		
4	File drawers are not top-heavy and do not open into walkways?		
5	Phone lines and electrical lines are secured under a desk or along wall in a manner that is away from heat source and doesn't create a tripping hazard?		
6	Temperature, ventilation, and lighting are adequate?		
7	All stairs with three or more steps are equipped with handrails?		
8	Carpets are well secured to the floor and free of frayed or worn seams?		
9	WiFi and Internet accessibility consistently available and reliable?		

	<b>Fire Safety</b>	<b>Yes</b>	<b>No</b>
1	There is a working smoke detector in the workspace area? Tested?		
2	A home multi-use fire extinguisher, which you know how to use, is readily available?		
3	Walkways, aisles, and doorways are unobstructed?		
4	Workspace is kept free of trash, clutter, and flammable liquids?		
5	All radiators and portable heaters are located way from flammable items?		
6	You have an evacuation plan, so you know what to do in the event of an emergency?		

	<b>Electrical Safety</b>	<b>Yes</b>	<b>No</b>
1	Sufficient electrical outlets are accessible?		
2	Computer equipment is connected to a surge protector?		
3	Electrical system is adequate for office equipment?		
4	All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
5	Equipment is placed close to electrical outlets?		
6	Extension cords and power strips are not daisy chained and no permanent extension cord is in use?		
7	Equipment is turned off when not in use?		

	<b>Computer Workstation</b>	<b>Yes</b>	<b>No</b>
1	Chair casters (wheels) are secure, and the rungs and legs of the chair are sturdy?		
2	Chair is adjustable?		
3	Your back is adequately supported by a backrest?		
4	Your feet are on the floor or adequately supported by a footrest?		
5	You have enough leg room at your desk?		
6	There is sufficient light for reading?		
7	The computer screen is free from noticeable glare?		
8	The top of the screen is at eye level?		
9	There is space to rest the arms while not keying?		



