



**Self-Assessment of Alternative Worksite Health and Safety**

<b>Environment</b>	<b>Yes</b>	<b>No</b>
1. Does the workspace area have adequate lighting and ventilation?		
2. Is the workspace reasonably quiet and free of distractions?		
3. Are the aisles, doorways, walkways, and corners free from obstructions and hazards?		
4. Is all equipment such as file cabinets or storage secured and free from the danger of falling?		

<b>Electrical</b>	<b>Yes</b>	<b>No</b>
1. Are all electrical cords intact and free from any frays or damage?		
2. Are all electrical outlets permanent in nature and adequately grounded?		
3. Are extension cords being used as a permanent source of electricity?		
4. Is all electronic equipment connected to a surge protector to guard equipment against damage from a power surge?		

<b>Fire Protection</b>	<b>Yes</b>	<b>No</b>
1. Is there a fire extinguisher readily available near the workspace?		
2. Is there a working smoke detector located near the workspace?		

<b>Workstation Arrangement</b>	<b>Yes</b>	<b>No</b>
1. Is your chair adjustable?		
2. Does the backrest of the chair fully support your back?		
3. When seated, are your thighs parallel to the floor?		
4. Do your feet rest flat on the floor when seated at your workstation? * If no do, you use a footrest?		
5. Do you have adequate legroom underneath your workstation?		
6. Is your monitor placed directly in front of you?		
7. Can you view your monitor with your head in an upright position and your shoulders relaxed?		
8. Is the top of the monitor slightly below eye level?* Those with prescription glasses may need to adjust the monitor differently		
9. Is your computer screen free from noticeable glare?		
10. Are your elbows bent at a 90-degree angle when your hands are resting on the keyboard?		
11. Is the mouse positioned close to the keyboard at the same level?		
12. Are your arms and elbows close to your body while typing?		
13. Are documents placed next to the monitor and at the same height as the screen?		