

# Sample - Work From Home - Occupational Safety and Health Self-assessment

## Office work

Employee details	
First name:	Surname:
Home address:	
Contact number/s:	

Mandatory injury/illness disclosure	
Do you have a pre-existing injury or illness that could affect your capacity for work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Work environment

Designated work area	
Is the designated work area adequate to allow for the required equipment? Consideration should be given to the work tasks being undertaken	<input type="checkbox"/> Yes <input type="checkbox"/> No
The work floor is level and there is limited use of mats or rugs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sufficient space is available to enable work activities to be undertaken without excessive bending or twisting.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A suitable office chair and table is available.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Environmental conditions	
Lighting is adequate for the tasks being performed. The worker should be able to easily see documents and complete computer tasks without glare, reflection and without the need to strain their eyes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Glare and reflection can be controlled.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ventilation and room temperature can be controlled and maintained at a comfortable temperature.	<input type="checkbox"/> Yes <input type="checkbox"/> No
There is no excessive noise affecting the work area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Walkways are clear of clutter and trip hazards.	<input type="checkbox"/> Yes <input type="checkbox"/> No
It is a non-smoking environment.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Emergency Exit

Path to the exit is reasonably direct.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Path to the exit is sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Security

Security is sufficient to prevent unauthorised entry to the home.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### Electrical

Power outlets are not overloaded with double adapters and power boards.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cables are stowed out of the way.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Earth leakage circuit protection (circuit breaker and surge protector) is in place for work related equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical equipment (connectors, plugs and outlet sockets etc.) are in a safe condition and free from obvious damage.	<input type="checkbox"/> Yes <input type="checkbox"/> No