

## Inspection Checklist for Home Work Spaces

Department/Faculty:					Date:		
Inspector:				Work Phone:			
Home Work Spaces Covered During Inspection (Please describe the area, in your home that is being used as a home work space, e.g. workspace is a separate room, or 4' x 10' space in living room)							
Item	Rating*			Action Required/Comment	Corrected		Date Corrected or Reason Not Corrected
	S	U	N/A		Yes	No	
*S-Satisfactory, U-Unsatisfactory, N/A-Not Applicable							
<b>1. All Offices and Storage Rooms</b>							
Flooring is secure, with no loose tiles, worn or curled carpet or surfaces which are slippery when wet							
The area is free from tripping hazards such as loose debris, stored material or phone cords							
All computers and peripherals are powered via a wall outlet or power bar							
Electrical service is not overloaded by use of multiple three way plugs and daisy-chained power bars							
Electrical extension cords are grounded (three wire type) and in good condition with no splices, broken insulation or exposed wires							
Chairs with casters have a stable "5-star" base							
Chairs are not broken or unduly worn							
Chairs are ergonomically designed, including a height adjustment for those intended to be used at tables							
<b>2. Shelving, File Cabinets and Other Storage</b>							
There is no accumulation of un-stored material							
Filing cabinets and shelves, where applicable, are sturdy and stable (secured if necessary)							
For areas where filing or storage is more than five feet from the floor, a stool or moveable steps is used							

Filing cabinets have safety interlocks to ensure that only one drawer may be opened at a time							
Filing cabinets are loaded with heavy items at the bottom and only light items in the top drawer							
Items stored on shelves are properly stacked and weight is distributed evenly (no shelves overloaded)							
Desk and file drawers are kept closed when not in use							
Filing cabinets are not more than five drawers in height							
There is no hazard from falling objects which have been stacked on top of cabinets or other furnishings							
<b>3. Miscellaneous</b>							
There are no obvious defects or damage to movable steps, or stools used at the home work space, if applicable.							
Equipment, such as paper shredders or paper cutters, is equipped with properly functioning guards to prevent injury to users							
The area is kept clean and sanitary							
Is your personal and emergency contact information in Banner up to date?							

<b>Inspector's Suggestions (Use additional paper if necessary):</b>	
Inspector's Signature: _____	Date (Y/M/D): _____
<i>Please email a copy of this inspection to the OHS Office at <a href="mailto:Valerie.Wadman@smu.ca">Valerie.Wadman@smu.ca</a></i>	