



HRMD Human Resources Management Department

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Safety Checklist for Alternate Work Site

Department: _____

Division: _____

Today's Date: _____

Employee Name: _____

Alternate Work Site

Address: _____

SAFETY ASSESSMENT	Yes	No
Workplace Environment:		
Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?		
Are all stairs with four or more steps equipped with handrails?		
Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?		
Are aisles, doorways and corners free of obstructions to permit visibility and movement?		
Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?		
Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?		
Is the office space neat, clean and free of excessive amounts of combustibles?		
Are floor surfaces clean, dry, level and free of worn or frayed seams?		
Are carpets well secured to the floor and free of frayed or worn seams?		
Is there adequate reading light?		
Is there a functional (UL approved) smoke alarm/detector?		

I understand that Safety Inspections may be made of my alternate work site with prior notice, except in the case of an emergency.

Employee Signature

Employee Printed Name

Date