



Coronavirus COVID-19 Home Office Self Assessment

26 May 2023 / Sabrina O'Colles

Complete

Score	67.57%	Flagged items	6	Actions	4
Site conducted					Unanswered
Conducted on					26.05.2023 15:31 PST
Prepared by					Sabrina O'Colles
Location					92 2nd Ave NW, McClusky, ND 58463, USA

Flagged items & Actions

6 flagged, 4 actions

Flagged items

6 flagged, 4 actions

Inspection / Personal Health & Hygiene

Do you have hand sanitizer and face masks on hand?

No

Inspection / Workspace

Is there anything that can be done to improve your working from home environment?

Yes



Photo 2



Photo 3



Photo 4



Photo 5

To Do | Priority Medium | Due 02.06.2023 15:33 PST | Created by SafetyCulture Staff

Improve cable management

To Do | Priority Medium | Due 02.06.2023 15:33 PST | Created by SafetyCulture Staff

Improve cable management

Inspection / Workstation

Do you have enough surface space on your desk to work comfortably?

No



Photo 6

To Do | Priority Low | Due 02.06.2023 15:34 PST | Created by SafetyCulture Staff

Declutter desk and convert paper forms to digital

Inspection / Fire & Electrical Safety

Are your smoke detectors working and checked regularly, e.g. every month?

No

just checked it right now and it's working

To Do | Priority High | Due 02.06.2023 15:34 PST | Created by SafetyCulture Staff

Schedule monthly smoke detector checks

Inspection / Fire & Electrical Safety

Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?

No

will keep this in mind while I work from home

Inspection / Stress & Welfare

Are you able to carry out regular stretches at your desk to avoid stiff or sore muscles?

No

will also keep this in mind as I work from home!

Other actions

0 actions

Inspection

6 flagged, 4 actions, 67.57%

Personal Health & Hygiene

1 flagged, 66.67%

Do you have any flu symptoms such as headaches, running nose, sore throat, cough or fever?

No

Has anyone in your home travelled overseas in the past two weeks?

No

Do you have hand sanitizer and face masks on hand?

No

Workspace

1 flagged, 2 actions, 54.55%

How would you describe your home office

Dedicated office space

During the work day, are you likely to be distracted by others in the home?

Frequently

Take some photos of your work area

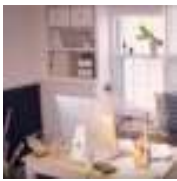


Photo 1

Is there anything that can be done to improve your working from home environment?

Yes



Photo 2

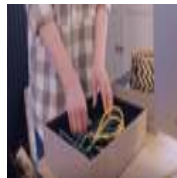


Photo 3



Photo 4



Photo 5

To Do | Priority Medium | Due 02.06.2023 15:33 PST | Created by SafetyCulture Staff

Improve cable management

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Improve cable management

Workstation

1 flagged, 1 action, 80%

Do you have a desk or table to work from?

Yes

Is your chair set up correctly? Is your lower back supported

Yes

and are your feet flat on the floor?

Do you have enough surface space on your desk to work comfortably?

No



Photo 6

To Do | Priority Low | Due 02.06.2023 15:34 PST | Created by SafetyCulture Staff

Declutter desk and convert paper forms to digital

Are your keyboard and mouse clean and within easy reach, without having to stretch?

Yes

Can you easily reach everything that you need without twisting and straining your upper body?

Yes

Display screen

100%

Is your display screen clean and positioned so there is no glare from a window or light?

Yes

Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?

Yes

Fire & Electrical Safety

2 flagged, 1 action, 20%

Do you have an emergency assembly point outside of your home in place in case of fire?

Yes

Are your smoke detectors working and checked regularly, e.g. every month?

No

just checked it right now and it's working

To Do | Priority High | Due 02.06.2023 15:34 PST | Created by SafetyCulture Staff

Schedule monthly smoke detector checks

Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?

No

will keep this in mind while I work from home

Have you checked electrical equipment for spark, signs of damage or deterioration?

Do you switch off equipment when not in use?

company-issues paper shredder has a lock which is great, especially with toddlers in the house



Photo 7

Stress & Welfare

1 flagged, 75%

Do you sit with a good posture and not hunched over the desk?

Yes

Are you able to carry out regular stretches at your desk to avoid stiff or sore muscles?

No

will also keep this in mind as I work from home!

Do you have easy access to first aid equipment if required?

Yes

Do you have a window or long distance view to look at every 15 minutes to give your short sighted muscles a rest?

Yes

Slips, trips & fall hazards

100%

Are floor coverings, such as carpets and rugs, secure?

Yes

Are walkways and corridors clear of trip hazards?

Yes

Is the floor area around your desk clear of boxes, papers and wires?

Yes

covered wires secured on the floor

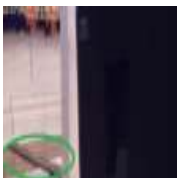


Photo 8

Lone working

100%

Do you know the name and number of a manager or supervisor who you can get in touch with easily?

Yes

Carlo Escan 202-555-0108

Do you have a system for regularly 'checking in' with your

Yes

employer if you are not visibly online each day?

Is your home kept secure whilst you're working there?

Yes

Are important files and laptops kept locked away securely when not in use?

Yes

Sign off

Tap to sign



Sabrina O'Colles
26.05.2023 15:37 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8