

County of Glenn

Telework Worksite Safety Checklist and Certification #2

Computer Workstation

- Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy
- Chair is adjustable?
- Your back is adequately supported by a backrest?
- Your feet are on the floor or adequately supported by a footrest?
- You have enough leg room at your desk?
- There is sufficient light for reading?
- The computer screen is free from noticeable glare?
- The top of the screen is at eye level?

Other Safety/Security Measures

- Files and data are secure?
- Materials and equipment are in a secure place, protected from damage and misuse?
- You have an inventory of all equipment in the office including serial numbers (maintained on Telework Agreement)?

By my signature below, I certify that that my telework worksite and workspace are adequate to perform all assignments. If, at any time, my telework worksite or workspace become no longer adequate, I will request termination of my telework agreement and return to work at my County office location.

Employee Name: _____ Employee Signature: _____

Date: _____ Department Head or designee Name: _____

Department Head or designee Signature: _____ Date: _____

- Telework Worksite Safety Checklist Approved
- Telework Worksite Safety Checklist Denied (Denial Explanation Required)

Denial Explanation:
