

## SEE Enrollee Self-Certification Checklist

| <b>A.</b> | <b>General Workplace Environment</b>   | <b>Yes</b> | <b>No</b> |
|-----------|--|------------|-----------|
| <b>1</b>  | Workspace is away from noise, distractions, and is devoted to your work needs?                       |            |           |
| <b>2</b>  | Workspace accommodates workstation, equipment, and related material?                                 |            |           |
| <b>3</b>  | Floors are clear and free from hazards?  |            |           |
| <b>4</b>  | If applicable, file drawers are not top-heavy and do not open into walkways?                         |            |           |
| <b>5</b>  | Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources? |            |           |
| <b>6</b>  | Temperature, ventilation, and lighting are adequate?   |            |           |
| <b>7</b>  | All stairs with four or more steps are equipped with handrails?                                      |            |           |
| <b>8</b>  | Carpets are well secured to the floor and free of frayed or worn seams?                              |            |           |
|           |  |            |           |
|           |  |            |           |
| <b>B.</b> | <b>Fire Safety</b>   | <b>Yes</b> | <b>No</b> |
| <b>1</b>  | There is a working smoke detector in the workspace area?   |            |           |
| <b>2</b>  | A home multi-use fire extinguisher, which you know how to use, is readily available?                 |            |           |
| <b>3</b>  | Walkways aisles, and doorways are unobstructed?  |            |           |
| <b>4</b>  | Workspace is kept free of trash, clutter, and flammable liquids?                                     |            |           |
| <b>5</b>  | All radiators and portable heaters are located away from flammable items?                            |            |           |
| <b>6</b>  | You have an evacuation plan so you know what to do in the event of a fire?                           |            |           |
|           |  |            |           |
|           |  |            |           |
| <b>C.</b> | <b>Electrical Safety</b>   | <b>Yes</b> | <b>No</b> |
| <b>1</b>  | Sufficient electrical outlets are accessible?  |            |           |
| <b>2</b>  | Computer equipment is connected to a surge protector?  |            |           |
| <b>3</b>  | Electrical system is adequate for office equipment?  |            |           |
| <b>4</b>  | All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?   |            |           |
| <b>5</b>  | Equipment is placed close to electrical outlets?   |            |           |
| <b>6</b>  | Extension cords and power strips are not daisy chained and no permanent extension cord is in use?    |            |           |
| <b>7</b>  | Equipment is turned off when not in use?   |            |           |
|           |  |            |           |

| D. | <b>Computer Workstation</b>   | <b>Yes</b> | <b>No</b> |
|----|---|------------|-----------|
| 1  | Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?                                   |            |           |
| 2  | Chair is adjustable?  |            |           |
| 3  | Your back is adequately supported by a backrest?  |            |           |
| 4  | Your feet are on the floor or adequately supported by a footrest?   |            |           |
| 5  | You have enough leg room at your desk?  |            |           |
| 6  | There is sufficient light for reading?  |            |           |
| 7  | The computer screen is free from noticeable glare?  |            |           |
| 8  | The top of the screen is at eye level?  |            |           |
| 9  | There is space to rest the arms while not keying?   |            |           |
|    |   |            |           |
|    |   |            |           |
| E. | <b>Other Safety/Security Measures</b>   | <b>Yes</b> | <b>No</b> |
| 1  | Files and data are secure?  |            |           |
| 2  | Materials and equipment are in a secure place that can be protected from damage and misuse?                         |            |           |
| 3  | You have an inventory of all equipment in the office including serial numbers?                                      |            |           |
| 4  | If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans? |            |           |

I certify that I have read and understand the Safety and Security Checklist above and my alternate worksite is a reasonably safe place to work. I agree to properly maintain the alternate worksite.

SEE Enrollee's  
Signature \_\_\_\_\_ Date \_\_\_\_\_