

Home Safety Inspection Checklist

Yard Safety	Yes	No
Are pathways and stairs clear of tripping hazards?		
Are handrails, stairs, fences and decks in good repair?		
Is access to your home clear of obstructions for first responders?		
Is the number of your house clearly visible from the street and well lit at night?		
Is your yard free of injury or fall hazards such as holes or sharp objects?		
Emergency Procedures	Yes	No
Do you have a home evacuation plan?		
Do you have a home first aid kit?		
Have you updated your emergency contact numbers in Banner?		
Do you have working and tested smoke detectors?		
Do you have working fire extinguishers in the home?		
Do you have working carbon monoxide detectors?		
Radiators and portable heaters are located away from flammable items.		
Electrical Safety	Yes	No
Computer equipment is connected to a surge protector.		
Plugs, cords, outlets and panels are in good condition, i.e., no exposed/damaged wiring.		
Extension cords and power strips are not plugged one into the other; no permanent extension cords are in use.		
Electrical cords run in non-traffic areas do not run under rugs and are not nailed or stapled in place.		
CSA certified and appropriate power bars and extension cords are in use to prevent overloading electrical outlets.		
Electrical outlets are grounded with 3-pronged plugs.		
Environmental Safety	Yes	No
Floors are clear and free of slip, trip or fall hazards.		
Stairs, high traffic areas and doorways are free of clutter.		
Temperature, ventilation and lighting are adequate.		
High touch areas are periodically disinfected.		
File drawers are not top-heavy		
Flammable and hazardous materials are clearly labelled and properly stored.		
Workstation Ergonomics	Yes	No

Desk is an appropriate height.		
When typing, forearms are close to parallel with the floor.		
Monitor is 20-24 inches from eyes and top of screen is slightly below eye level.		
Chair is sturdy and casters are appropriate for floor surface.		
Chair is adjustable and worker knows how to adjust it.		
Worker's feet reach the floor when seated or are fully supported by a footrest.		
Worker's back is adequately supported by a backrest.		
Computer screen is free from noticeable glare.		
Lighting is adequate in your workspace.		
Reporting Incidents and Accidents	Yes	No
I am aware that it is my responsibility to report any incidents or accidents to my supervisor immediately, and to complete the cuWorksafe incident/injury reporting form		
I agree that in case of incident or accident, Carleton University and/or the Ministry of Labour, Trades and Skill Development (MLTSD) may perform an investigation at my home office		
I agree that I will participate actively in any investigation following a work accident occurring at my home		
Liability and Insurance	Yes	No
I have notified my home insurance company that I will be working from home		
I acknowledge that Carleton University will not be held liable for any damages to my property, or for any injuries to family members, visitors, or others in the employee's home		
I acknowledge that Carleton University will not be responsible for any non-work-related injuries that may occur in the home. WSIB coverage (if applicable) will be limited to pre-approved working hours and will be limited to the designated office space.		

Inspection completed by:	Date:
<p>PLEASE NOTE: Carleton University EHS provides this inspection tool for your personal use at home. We encourage you to focus on prevention and correct any issues identified within your home as soon as practicable. If you have any questions or feedback, please contact ehs@carleton.ca.</p>	