



## Iowa Judicial Branch Telework Safety Assessment

Employees teleworking should be free of disruptions, able to concentrate, and comfortable in their alternative workplace. The judicial branch strives to ensure that employees maintain an alternative workplace that allows them to perform their jobs efficiently and comfortably.

The following checklist is completed by the employee and submitted to their supervisor with the Telework Application. The checklist is meant to provide suggestions to help the employee maintain a safe alternative workplace that allows them to work efficiently.

- The workplace is free from excessive noise.
- There is adequate lighting provided at the workplace.
- All electrical equipment is free of hazards.
- The electrical system is adequate for office equipment.
- Aisles, doorways, and corners are free of obstructions permitting visibility and movement.
- First aid supplies are readily accessible and adequate.
- Alternate workplace desks, chairs, and office configurations are ergonomically correct.
- The alternate workplace is neat, clean, and free of hazardous materials.
- A fire extinguisher is located nearby.

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Employee Signature

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Date

*Employees should submit the completed Telework Safety Assessment to their supervisor with their Telework Application.*

*Supervisors should provide the completed Telework Safety Assessment to Human Resources with the Telework Application.*