



Coronavirus COVID-19 Home Office Self Assessment

31 Mar 2020 / Sabrina O'Colles

Complete

Inspection score	Failed items	Created actions
72.97%	5	3
Conducted on 📅 31st Mar, 2020 ⌚ 12:09 PM +08		
Prepared by Sabrina O'Colles		
Location 92 2nd Ave NW, McClusky, ND 58463, USA		

Inspection / Workspace

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

Yes

– Photos



Photo 2



Photo 3



Photo 4

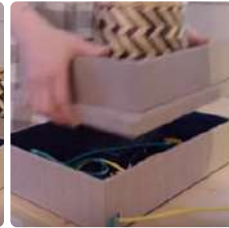


Photo 5

– Actions

Done Improve cable management

Inspection / Workstation

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

No

– Photos



Photo 6

– Actions

In Progress 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
– Notes just checked it right now and it's working	
– Actions	
To Do Schedule monthly smoke detector checks	

Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?	No
– Notes 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
– Notes will also keep this in mind as I work from home!	

Actions

3 Actions

SafetyCulture Staff created a Medium priority action for SafetyCulture Staff

To Do 📅 10th Apr, 2020 2:41 PM +08

Schedule monthly smoke detector checks

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

Inspection / Fire & Electrical Safety

SafetyCulture Staff created a High priority action for SafetyCulture Staff

In Progress 📅 8th Apr, 2020 2:48 PM +08

Declutter desk and convert paper forms to digital

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

Inspection / Workstation

SafetyCulture Staff created a High priority action

Done 📅 7th Apr, 2020 2:49 PM +08

Improve cable management

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

Inspection / Workspace

Inspection

5 Failed 3 Actions 72.97%

Personal Health & Hygiene

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?	Yes

Workspace

1 Failed 1 Action

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

– Photos

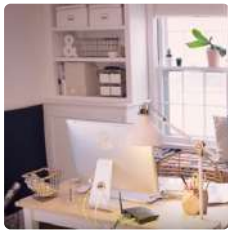


Photo 1

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

Yes

– Photos

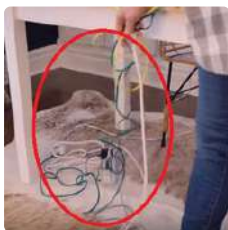


Photo 2



Photo 3

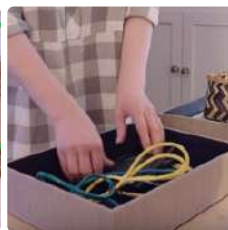


Photo 4



Photo 5


– Actions

Done Improve cable management

Workstation

1 Failed 1 Action

Do you have a desk or table to work from?	Yes
Is your chair set up correctly? Is your lower back supported and are your feet flat on the floor?	Yes

Do you have enough surface space on your desk to work comfortably?	No
<p>– Photos</p>  <p>Photo 6</p> <p>– Actions</p>	
<p>In Progress Declutter desk and convert paper forms to digital</p>	
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

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 Failed 1 Action

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
<p>– Notes</p> <p>just checked it right now and it's working</p> <p>– Actions</p>	
<p>To Do Schedule monthly smoke detector checks</p>	
Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?	No
<p>– Notes</p> <p>will keep this in mind while I work from home</p>	
Does any electrical equipment spark or show signs of damage or deterioration?	Unanswered

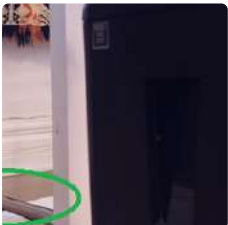
Do you switch off equipment when not in use?	Yes
<p>– Notes</p> <p>company-issued paper shredder has a lock which is great, especially with toddlers in the house</p> <p>– Photos</p>  <p>Photo 7</p>	

Stress & Welfare

1 Failed

Do you sit with a good posture or are you hunched over the desk?	Yes
Are you able to carry out regular stretches at your desk to avoid stiff or sore muscles?	No
<p>– Notes</p> <p>will also keep this in mind as I work from home!</p>	
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

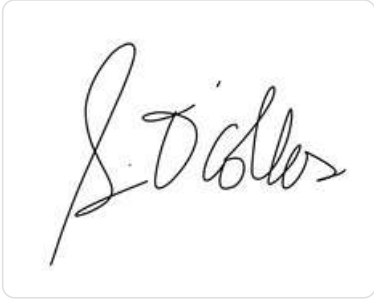
Are floor coverings, such as carpets and rugs, secure?	Yes
Are walkways and corridors clear of trip hazards?	Yes
Is the floor area around your desk clear of boxes, papers and wires?	Yes
<p>– Notes</p> <p>covered wires secured on the floor</p> <p>– Photos</p>  <p>Photo 8</p>	

Lone working

Do you know the name and number of a manager or supervisor who you can get in touch with easily?	Yes
<p>– Notes</p> <p>Carlo Escan 202-555-0108</p>	
Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?	Yes
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

31st Mar, 2020 2:57 PM +08

Media summary

8 Photos



Photo 1



Photo 2



Photo 3



Photo 4



Photo 6



Photo 5



Photo 8



Photo 7

