

SelfDesign contractors are personally responsible for the health and safety aspects of home working.

Use this checklist to identify and resolve any hazards before beginning work.

Submit a **Hazard and Incident Report** for any hazard that cannot be resolved, then wait for a SelfDesign team member to contact you before beginning work.

Hazard	Checks to be made	Yes	No
Fire	Is the work area tidy?	<input type="checkbox"/>	<input type="checkbox"/>
	Are waste materials regularly disposed of?	<input type="checkbox"/>	<input type="checkbox"/>
	Are exit routes clear?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there an escape plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the smoke alarm fitted?	<input type="checkbox"/>	<input type="checkbox"/>
Slips, Trips and Falls	Is the floor covering sound and without defects?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all walkways clear of trip hazards, e.g. trailing cables?	<input type="checkbox"/>	<input type="checkbox"/>
	When seated at a desk can legs and upper body move together without twisting?	<input type="checkbox"/>	<input type="checkbox"/>
Working Environment	Is the temperature adequate?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there adequate lighting?	<input type="checkbox"/>	<input type="checkbox"/>
Musculo- skeletal Injury Risk	Is work free from demands to perform heavy lifts or pulls (>35lbs)?	<input type="checkbox"/>	<input type="checkbox"/>
	Is work free from exposure to violence, whether intentional or not?	<input type="checkbox"/>	<input type="checkbox"/>
Other	Is the area free from other hazards such as an illness or injury.	<input type="checkbox"/>	<input type="checkbox"/>