

## LESSER KNOWN RISKS TO CONSIDER WHEN WORKING FROM HOME

HEALTH	
Drinking water quality has been tested regularly (especially important for wells). Filters are installed and maintained as necessary.	<input type="checkbox"/>
The basement has been recently tested for radon, and mitigation system exist as needed.	<input type="checkbox"/>
The basement and any other potentially damp areas are inspected and monitored for moisture and mold growth.	<input type="checkbox"/>
Workstation has been ergonomically evaluated and is set up to provide adequate comfort, variation, and is appropriate for the type of work being performed.	<input type="checkbox"/>

SAFETY	
Walkways are level, free from obstructions and debris, and are adequately lit. Exits and exit routes are not impeded.	<input type="checkbox"/>
Access to utility shutoffs are clear, accessible, and working appropriately.	<input type="checkbox"/>
Major appliances (e.g. sump pump, water heater, HVAC system) are inspected at least annually. Filters and other wearable parts are changed at the factory recommended interval (or as needed).	<input type="checkbox"/>
A home emergency plan is developed and practiced with for storms, fires, power outages, and “stay at home” orders; a kit has been assembled and is stored in a safe and secure location.	<input type="checkbox"/>
The kit should include emergency documents (e.g., insurance policies, bank account numbers and passports), food and water, a first-aid kit, essential medications, personal hygiene items, a change of clothes, a battery-powered radio and flashlight (as well as spare batteries), a lighter, electronic device chargers, sleeping bags and pliers to turn off utilities.	<input type="checkbox"/>

<b>FIRE/ELECTRICAL</b>	
Smoke and carbon monoxide detectors are properly installed, tested monthly, and batteries are replaced annually, or as necessary.	<input type="checkbox"/>
Appliances are cleaned at least annually (e.g. dryer vents, refrigerator coils).	<input type="checkbox"/>
All flammable liquids or materials (e.g. propane, gasoline, cleaning and cooking supplies) are stored in a safe and secure location (outside if possible), and are not stored near exits.	<input type="checkbox"/>
Portable fire extinguishers are available in areas of the home with an elevated fire risk (e.g. kitchen, garage), and are inspected monthly.	<input type="checkbox"/>
Heating devices are clear of obstructions by at least 3' (or the manufacturers recommendation, whichever is greater), have tip-over protection, and on a timed switch or outlet.	<input type="checkbox"/>
Electrical equipment will not be exposed to moisture (e.g. rain, spills, excess humidity), proper grounding is achieved (including GFCI in damp locations), and the equipment will have adequate cooling airflow.	<input type="checkbox"/>
Electrical outlets, cords, bulbs and plugs are inspected for damage and are appropriately rated for their intended load. "Splitters", "power-strips", and extension cords are used minimally.	<input type="checkbox"/>
Wood burning devices are properly maintained, and chimney/flue are cleaned and inspected at least annually.	<input type="checkbox"/>

<b>EXTERIOR</b>	
The house number is clearly displayed and visible from the road for emergency personnel even at night.	<input type="checkbox"/>
Adequate lighting exists where regular and irregular access occurs.	<input type="checkbox"/>
Walkways are even/level and stairs/railings are in good condition. Adequate traction exists when the surfaces are wet.	<input type="checkbox"/>
Debris/obstructions, ice, and snow are cleared from stairs and walking paths as soon as possible, and sand or salt is available used for traction with slippery conditions.	<input type="checkbox"/>
All windows and doors lock and unlock easily, are otherwise in good condition, are clear of obstructions which may provide concealed access.	<input type="checkbox"/>
Gutters and exterior vents are checked and cleaned regularly.	<input type="checkbox"/>
The home is clear of tree branches and shrubbery to prevent moisture buildup and storm damage.	<input type="checkbox"/>
The roof, siding, and exterior of the home have been recently inspected for any damage or debris, and is inspected and repaired (as necessary), especially after storms or during times of heavy snow loads.	<input type="checkbox"/>