

TELEWORK HOME SAFETY CERTIFICATION

PRIVACY ACT STATEMENT

AUTHORITY: Section 6133 of Title 5, USC.

PRINCIPAL PURPOSES: Used by Management to ensure safe working environments at alternate worksites.

ROUTINE USES: Additional disclosures of the information may be made to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a state unemployment compensaton office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of program effectiveness and administration; to the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, local union, the congressional offices in connection with their official functions; or the General Services administration in connection with its responsibilities for records management.

SMC TELEWORK PROGRAM

The following certification is designed to assess the overall safety of the home worksite. The participating employee should complete the certification, sign and date it, and return it to his or her supervisor and retain a copy for his or her own record.

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|---|--------------------------|-----|--------------------------|----|
| 1. ARE TEMPERATURE, NOISE, VENTILATION, AND LIGHTING LEVELS ADEQUATE FOR MAINTAINING YOUR NORMAL LEVEL OF JOB PERFORMANCE? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. IS ALL ELECTRICAL EQUIPMENT FREE OF RECOGNIZED HAZARDS THAT WOULD CAUSE PHYSICAL HARM(FRAYED WIRES, BARE CONDUCTOR, LOOSE WIRES OR FIXTURES, EXPOSED WIRING ON THE CEILING OR WALLS)? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. WILL THE BUILDING'S ELECTRICAL SYSTEM PERMIT THE GROUNDING OF ELECTRICAL EQUIPMEN (A THREE-PRONG RECEPTACLE)? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. ARE AISLES, DOORWAYS, AND CORNERS FREE OF OBSTRUCTIONS TO PERMIT VISIBILITY AND MOVEMENT? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 5. ARE FILE CABINETS AND STORAGE CLOSETS ARRANGED SO DRAWERS AND DOORS DO NOT ENTER INTO WALKWAYS? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 6. ARE PHONE LINES, ELECTRICAL CORDS, AND SURGE PROTECTORS SECURED UNDER A DESK OR ALONGSIDE A BASEBOARD? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |

EMPLOYEE'S SIGNATURE	DATE

NAME	
ORGANIZATION	
POSITION	
ADDRESS	
LOCATION OF ALTERNATE WORK SITE	
HOME TELEPHONE	
SUPERVISOR'S NAME	

REMARKS

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).