



Participant Remote Assignment Safety Self-Attestation Form

The success of a remote SCSEP assignment depends on a realistic assessment of the overall safety of the participant's approved alternate workplace. This checklist is required to make the participant aware of the need for a safe workplace that is conducive to productive work.

The SCSEP Participant being assigned to work remotely must read and complete the checklist regarding the designated work area, discuss any concerns with his/her SCSEP Case Manager, and always report accidents or injuries immediately to his/her Host Agency Supervisor.

Initial next to each line.

General Environment

_____ The workspace furniture and area supports me working comfortably for long periods of time.

_____ The workspace area has adequate lighting and ventilation.

_____ The workspace is reasonably quiet and free of distraction.

_____ Aisles, doorways, and corners are free from obstructions to permit movement.

Electricity and Equipment (if required to complete Remote Assignment)

_____ There are enough electrical outlets in the workspace to support the required equipment. All electrical equipment is free of recognized hazards that would cause physical harm (e.g., frayed, loose, or exposed wires or broken conductors). If necessary, consult with an electrician or power utility company on capacity questions.

_____ Necessary electrical outlets are three-pronged (grounded).

_____ Computer equipment is connected to a surge protector. The equipment is placed at a comfortable height for viewing and will be powered down after the workday is over.

_____ Computer equipment is on a sturdy, level, well-maintained piece of furniture and the keyboard and mouse are at a height that does not cause wrist strain.

Safety and Security

_____ There is a working smoke detector in the workspace.

_____ Phone lines, electrical cords, and extension wires are secured underneath a desk or along baseboards.

_____ There are security controls in place to protect Personal Identifying Information and things like passwords, agency-owned software, and files from unauthorized disclosure.

I, _____ (please print name), understand it is my responsibility to maintain the safety and appropriate arrangement of my remote workplace. I certify that my responses to the checklist are true and completed to the best of my knowledge. I understand that providing inaccurate, misleading, or fraudulent information is sufficient grounds for my disqualification from remote work.

SCSEP Participant Signature

Date

SCSEP Case Manager Signature

Date