

**INFANTS IN THE WORKPLACE – WORK SPACE INSPECTION CHECKLIST**

This form is to be completed by the parent and care providers participating in the program. Prior to approval to participate, a team that includes a representative from personnel, technology, and facilities will conduct a safety inspection of the parent's and each designated care provider's workstations to ensure they do not present a safety hazard.

If corrections are needed by the employee(s), a re-inspection will be scheduled once the team has been notified that the corrections have been completed.

Employee Name		<input type="checkbox"/> Parent <input type="checkbox"/> Care Provider	Location			
<b>WORK ENVIRONMENT</b>				<b>Yes</b>	<b>No</b>	<b>NA</b>
1.	Floors and aisles are free of obstacles and debris for planned items (e.g. stroller, swing, bouncer)					
2.	Are there any tripping hazards? (Edges of floor coverings tacked down, files, boxes, etc.)					
3.	Power strips used instead of extension cords? (Extension cords are not allowed.)					
4.	Are phones, electrical and computer wires secured and bundled, off the floor and out of infant's reach?					
5.	Are lights out of reach of the infant?					
<b>WORK STATIONS</b>				<b>Yes</b>	<b>No</b>	<b>NA</b>
1.	Housekeeping safe and acceptable? (Cleanliness, excessive papers, etc.)					
2.	Book shelves sturdy, not shaky, and anchored to floor or wall?					
3.	Monitor/CPU anchored?					
4.	Room under the desk for a person to take cover with an infant?					
<b>ACTIONS REQUIRED – Describe each "No" listed on the inspection form and suggested action needed to correct.</b>			<b>CORRECTIVE ACTION TAKEN</b>		<b>DATE</b>	
<b>APPROVALS</b>						
Personnel Representative Signature				Date		
Technology Representative Signature				Date		
Facility Representative Signature				Date		