#### ****DESK INSPECTION CHECKLIST – Infants at Work****

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| ***Related Policy:*** [HR.01.35 Infants at Work](http://sp.des.wa.gov/des/Documents/InfantsintheWorkplacePolicy.pdf) |
| ***About this form:*** This form is used by the agency safety manager when inspecting the work environment of a participating parent and employee(s) who are approved care providers for the infants at work program.   * The safety manager will provide the assigned HR consultant and each participating employee a copy of their inspection. * If corrections are needed by the employee, the safety manager will schedule a re-inspection after receiving notification, from the employee, that the corrections have been completed. |

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| **Employee Name:** | **Building/Office or Cubicle Number:** |
| **Inspected By:** | **Inspection Date:** |

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| **WORK ENVIRONMENT** | | **YES** | **NO** | **N/A** |
| 1. Floors and aisles are free of obstacles and debris for planned items (e.g. stroller, swing, bouncer) | |  |  |  |
| 1. Are there any tripping hazards? (Edges of floor coverings tacked down, files, boxes, etc.) | |  |  |  |
| 1. Power strips used instead of extension cords? (Extension cords are not allowed) | |  |  |  |
| 1. Are phones, electrical and computer wires secured and bundled, off the floor and out of infant’s reach? Are lights out of reach of the infant? | |  |  |  |
|  | **WORK STATIONS** | **YES** | **NO** | **N/A** |
| 1. Housekeeping safe and acceptable? (cleanliness, excessive papers, etc.) | |  |  |  |
| 1. Book shelves sturdy, not shaky, and anchored to floor or wall? | |  |  |  |
| 1. Monitor/CPU, specifically desktop tower, anchored? | |  |  |  |
| 1. Room under the desk for a person to take cover with an infant? | |  |  |  |
| 1. Emergency kit under the desk? | |  |  |  |

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| **Actions required - Describe each “No” listed on the inspection form and suggested action needed to correct.** | **Corrective Action Taken** | **Date** |
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