

Use this list to assess your remote workplace. Please return to your supervisor to keep on file and review. Any unchecked boxes must be addressed in the identified health and safety gaps section below.

EMPLOYEE NAME

JOB TITLE

DEPARTMENT

SUPERVISOR

DATE

WORKSTATION ERGONOMICS

1. CHAIR

Armrests are out of the way while typing but provide support when needed during other activities.

Seat is tilted so that hips and tops of thighs are at right angles or slightly greater.

There are about 2-4 finger width between front edge of the seat and back of knees.

Backrest is adjusted to provide lumbar support for lower back.

Seat height is adjusted so feet are flat on the floor or footrest with knees bent at right angles and thighs horizontal to floor.

Sitting posture is upright or slightly reclined, maintaining slight hollow in lower back.

2. KEYBOARD AND MOUSE

If working from a laptop, consider attaching an external mouse and keyboard.

Keyboard and mouse are beside one another and at the same height.

Distance between keyboard and user allows user to relax shoulders with elbows hanging close to body.

3. MONITOR

If working from a laptop, consider connecting to an external monitor or raising the monitor by placing it on top of something sturdy.

Top of the screen is at or slighter lower than eye level (may need to be slightly lower for bifocal and trifocal users).

Monitor is positioned directly and symmetrically in front to avoid twisting of the neck and spine.

Monitor is positioned far enough away so that it can be read comfortable (for most people this will be about an arm's length away).

WORK ENVIRONMENT AND WORKSPACE

Frequently used items are within easy reach.

Workstation allows for 2-inch side clearance for hips, depth allows foot and knee clearance.

Lighting is not too bright or dim; glare and reflections are minimal and work materials are easy to read.

Consistent workspace or room where it is easy to concentrate, away from busy living areas and in an area where household members will not disturb worker.

GENERAL SAFETY OF HOME WORK AREA

Floors and walkways are kept clear of trip, slip or fall hazards.

Exits are clear and unobstructed.

Power cords in good condition and properly placed or secure to prevent tripping.

Power cords and circuits are not overloaded.

First aid supplies are readily available.

A fire extinguisher is available and or a plan for evacuation in the event of fire.

Smoke detectors and carbon monoxide detectors are installed and properly maintained.

WORK PRACTICES

Break up long periods of continuous computer use by performing other tasks.

Take short breaks throughout the day and stand at least once per hour.

Stretch and minimize strain at the workstation.

Establish a reasonable regular communication system between worker and supervisor (call, text or email to say hello at the beginning of the workday).

PSYCHOLOGICAL HEALTH AND SAFETY

Follow a set work schedule as consistently as possible – routine helps people physically and mentally prepare for their day.

Follow a beginning and end of day ritual (mindfulness exercise or coffee break) or a simulated commute routine (a short walk down the street and back before starting work) to allow for mental transition between work time and personal time.

Establish visual cues for household members during work hours to help communicate availability (if applicable) to avoid disturbances.

Schedule regular social check ins with supervisor and colleagues in addition to work-related meeting to help maintain social contact and positive working relationships.

Review wellbeing supports and resources Public Service Commission and discuss changes in wellbeing with supervisor or an employee and family assistance counselor as needed.

Any potential risk of violence or harassment at the remote workplace have been identified, and a plan or procedures are in place to deal with the risks.

Take coffee breaks and lunch breaks away from your workstation.

AGREED ACTIONS TO ADDRESS IDENTIFIED HEALTH AND SAFETY GAPS AT HOME WORKPLACE

PHOTO of THE REMOTE WORKPLACE

The employee has provided their supervisor a photo of the described workstation and chair at the remote workplace

Employee signature

Supervisor signature

Date

Date