



Remote Work-Space Safety Checklist

To prevent the development of unsafe or unhealthy working conditions, employees are advised to review the list below with respect to their remote workspace.

The remote workspace should, to the extent possible, provide the same level of health, safety and security that an employee would receive at a regular, on-site workspace. Employees working in a remote workspace are responsible for assessing that worksite for existing or potential problems and for taking corrective steps, in consultation with Human Resources where appropriate.

ERGONOMIC SAFETY

- Desk chair is in good condition and adjustable and I know how to correctly adjust it; no loose wheels/casters or broken hardware/components
- When keyboarding, forearms are close to parallel with the floor; wrists/hands are in a neutral position, i.e., in the same plane as forearms
- Computer monitor is roughly arm's length from eyes, with top of viewable portion of the screen slightly below eye level, and free from noticeable glare during work times
- Breaks are taken from looking at the monitor every 20 minutes for 20 seconds to avoid eye strain
- When seated, feet reach the floor, or are fully supported by a footrest
- Back is fully supported by chair or lumbar cushion and positioned in a neutral posture
- The work area lighting is directed toward the side or behind line of vision, not in front or above
- If on the phone regularly (more than 30 minutes at a time), use of earphones or headset to avoid neck or shoulder deviation
- Hourly breaks are taken from the workstation to stretch and move about



ELECTRICAL SAFETY

- All electrical office equipment is connected to a surge protector
- Electrical system is adequate for office equipment
- All plugs, cords, outlets and panels are in good condition and free of exposed conductors or broken insulation
- Electrical switches, outlets, receptacles and junction boxes are covered with plates
- Power bars are used in place of extension cords where possible; if extension cords are used, they are CSA-approved and grounded by three prongs
- Electrical equipment is turned off when not in use
- There is sufficient ventilation for electrical components

FIRE SAFETY

- Walkways, aisles and doorways are clear and unobstructed
- Working smoke detector/s cover the designated work space; the batteries are functioning
- The work area is kept free from flammable liquids, trash and clutter
- Combustible materials are kept at least 3 feet from radiators, portable heaters and other heat sources

OVERALL SAFETY

- Emergency phone numbers (hospital, fire department, police department) and my street address are clearly posted near the phone
- Emergency evacuation route for my off-site work area
- Emergency contact information provided to Manager
- First aid kit or materials are easily accessible and properly supplied
- Online access to employer computer network via secured path (VPN or secured log in)

I have inspected my designated remote workspace to ensure that it is safe, ergonomically suitable, and free from hazards and other dangers to people and equipment.

I have reviewed and understand all items on this checklist.

Employee Signature

Date