If employees work from home, it is the employer’s responsibility to ensure their health and safety. Workers who are required to work remotely should have appropriate equipment in place and follow recommended guidelines for health and safety while working. The following checklist helps you identify any situations which may apply to your workers. Ensure procedures are in place to address those situations.

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| **√ / X** |  | **Things to consider** |
|  | **Ergonomics** | With extended computer use it is important to set up your workstation using ergonomic best practices which allow you to adopt a neutral posture. Take micro breaks for stretching and change of posture.  Refer to [MSABC Home Office Ergonomics Guide, and Ergonomic tips for setting up a workstation at home.](https://safetyalliancebc.ca/covid-19/resources/) |
|  | **Electrical Safety** | Use 3-prong grounded electrical outlets or a surge-protected power bar to prevent the risk of an electrical shock. If using a power cord, check that it is in good condition and is not damaged. |
|  | **Slips, Trips and Falls** | Before you set up your workstation, identify areas that could cause an injury.   * Ensure there is adequate visibility and lighting to locate hazards. * Identify slippery or icy areas outdoors. * Beware of obstructions in loose carpets, tiles or uneven floor surfaces or stairs. * Remove all tripping or falling hazards. |
|  | **Lighting** | Ensure you work in a well-lit area with good visibility of your screen and which does not cause eye strain. |
|  | **Environment** | If you are exposed to hazards or irritants such as tobacco smoke or dust, reduce or eliminate your exposure. Excessive noise or other distractions should be reduced or removed from the environment. |
|  | **Emergency Preparedness** | * Have an emergency kit with basics such as water, food, medication, flashlight or candles, cash, and a contact list stored in an accessible location. * Maintain a basic first aid kit. * Keep a list of contact numbers including your manager/supervisor, team members, clinics, and emergency services. * Ensure that smoke and carbon monoxide detectors work. * Have an evacuation plan, specifying where to evacuate to and who to contact in the event of an emergency. |
|  | **Incident Reporting** | Any incidents/injuries should be immediately reported to your direct supervisor. An incident investigation report must also be completed. Follow company incident reporting protocols. |
|  | **Working Alone Procedures** | When working alone regularly check in with your manager or supervisor. Follow company working alone procedures. Depending on the risk level of your location, it can be hourly, or even every few hours. |
|  | **Stay hydrated** | Drink water regularly to keep your muscles hydrated. Most muscle injuries occur because of dehydration. |