

# Remote Work Arrangements

## HOME OFFICE SAFETY SELF-CHECKLIST

Employees are responsible for ensuring their designated workspace meets WorkSafeBC's normal occupational health and safety standards for a home office. Use this document as a guide to identify and address any potential hazards while working at home. If you have any questions about your home office, please discuss with your supervisor.

	Satisfactory	Unsatisfactory	N/A	Comments
<b>Designated Workspace</b>				
Are there any worn or broken items with sharp or splintered edges?				
Is the floor clear with cables stowed neatly?				
Are any electrical cords frayed? Are electrical outlets and devices properly grounded, and are extension cords and power bars used safely?				
Are there appropriate security measures in place at the remote work location to ensure individual personal security and to prevent theft or non-authorized access to equipment and sensitive materials?				
Are cabinets and shelves in the designated workspace secured to walls with heavy items placed on lower shelves to reduce falling hazards?				
Are exit routes to and from the designated workspace unobstructed and clear?				
Is a personal first aid kit available (recommended)?				
<b>Workstation Ergonomics</b>				
Is task and general lighting adequate with minimal glare on computer screen?				
Are the chair, desk and keyboard ergonomic and height/settings adjusted correctly?				

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Is the space adequate to perform the work, with appropriate ventilation, temperature control and work surfaces?				
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Please review UVic Ergonomic Resources including online training, guides, checklists and resources: <https://www.uvic.ca/hr/health-wellness/ergonomics/index.php>