

Remote Work Arrangements

HOME OFFICE SAFETY 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 require assistance addressing any items noted as unsatisfactory, please discuss these with your supervisor.

Item	Satisfactory	Unsatisfactory	N/A	Comments
Floors				
Is there any loose material, debris or worn carpet that may be a tripping hazard or any areas that are slippery or have rough, splintered or protruding nails or screws?				
Stairways and aisles				
Are stairways and aisles clear and unblocked, well lighted and have handrails?				
General Work Area				
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?				
Workstation				
Is task and general lighting adequate with minimal glare on computer screen?				
Are the chair, desk and keyboard ergonomic and height/settings adjusted correctly?				
Is the space adequate to perform the work, with appropriate ventilation, temperature control and work surfaces?				

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Material storage				
Are cabinets and shelves secured to walls with heavy items placed on lower shelves to reduce falling hazards?				
Evacuation routes and emergency equipment				
Are exit routes unobstructed and clear?				
Is a first aid kit accessible?				
Are smoke detectors and carbon monoxide detectors properly maintained?				
Additional Considerations/comments				

UVic Ergonomic Resources: <https://www.uvic.ca/hr/health-wellness/ergonomics/index.php>

Includes:

- Temporary work from home ergonomics guide
- Guide to ergonomic postures
- Computer workstation checklist
- Standard task seating

Employee Name: _____ Employee Department: _____

Date: _____

Signature: _____