



FLEX@X WORKING FROM HOME HEALTH AND SAFETY CHECKLIST

Under the Nova Scotia Occupational Health and Safety Act, the university has a duty of care to provide a safe and healthy place of work for all employees. This also applies to employees who work from home.

Prior to working from home, you must complete the following checklist to ensure that your home office meets health and safety standards.

The checklist will form part of your application for Flex@X Arrangements. Upon approval, the supervisor will return the signed form via email to the employee and retain a copy for their records.

Employee information	
Name:	
Faculty/department:	
Home address (<i>supervisors must be advised of any change in address to the primary work location</i>):	
Home phone number:	
Days that will be worked from home:	
Working hours (e.g. 8:00 a.m. to 4:00 p.m.):	
Designated workspace	

Work environment	Yes	No
Does your home office provide enough space to work efficiently?	<input type="checkbox"/>	<input type="checkbox"/>
Is your home office free of tripping hazards (wires, loose tiles, torn or ripped carpet)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an adequate workstation to perform your tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an ergonomic chair?	<input type="checkbox"/>	<input type="checkbox"/>
Have you set up your home office using the document "Working from home - Health and Safety Guidelines"?	<input type="checkbox"/>	<input type="checkbox"/>

Safety measures	Yes	No
Have you updated/provided an emergency contact in UKG?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a first aid kit?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a functional smoke detector in your home?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a functional carbon monoxide detector in your home? (If you have fuel-burning appliances.)	<input type="checkbox"/>	<input type="checkbox"/>
Is there a functional fire extinguisher in your home?	<input type="checkbox"/>	<input type="checkbox"/>

Reporting incidents	Yes	No
Are you aware of your responsibility to report any workplace incidents to your supervisor and OHS immediately?	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree that in case of incidents, the employer may perform an investigation at your home office?	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree to participate actively in any investigation following an incident occurring at home?	<input type="checkbox"/>	<input type="checkbox"/>

Liability and insurance	Yes	No
Have you notified your home insurance company that you will be working from home?	<input type="checkbox"/>	<input type="checkbox"/>
Do you acknowledge that StFX will not be held liable for any damages to an employee's property or for any injuries to family members, visitors, or others in the employee's home?	<input type="checkbox"/>	<input type="checkbox"/>
Do you acknowledge that StFX will not be responsible for any non-work-related injuries that may occur at home? Compensation will be limited to the preapproved working hours and will be limited to the designated home office space.	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'no' to any of the questions above, please explain how you will address the situation.

Declaration	
I hereby certify that the existing or potential hazards in my home office have been properly assessed, identified and the appropriate corrective actions applied, and I have completed this checklist using the document "Working from home – Health and Safety Guidelines" (see below).	
Employee signature:	
Date:	

Declaration	
I hereby acknowledge that I have read and discussed this checklist with my employee.	
Supervisor signature:	
Date:	



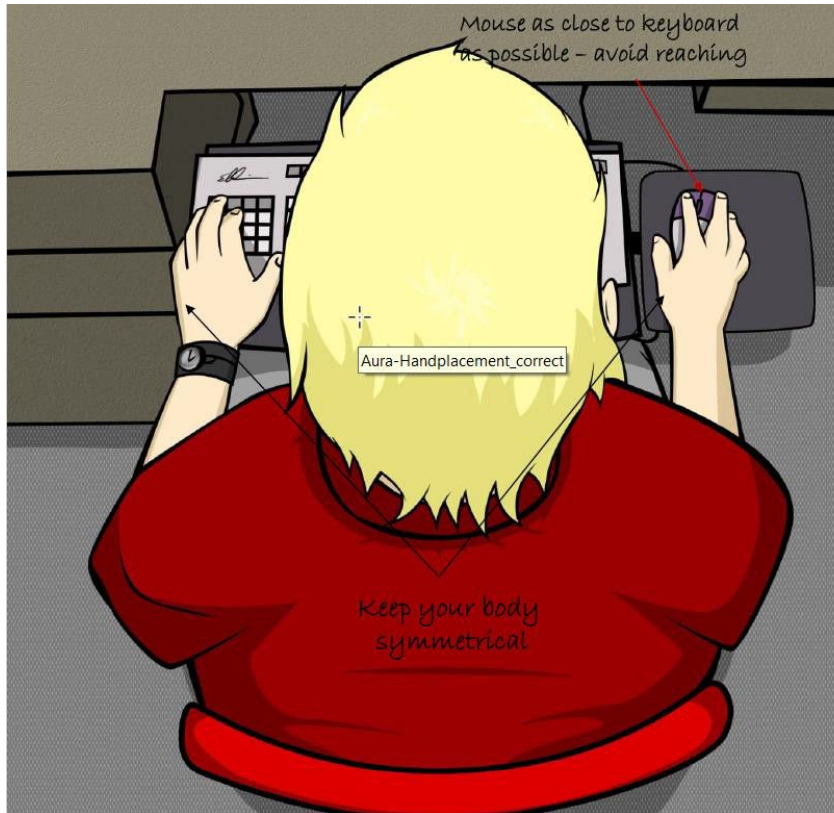
WORKING FROM HOME ERGONOMICS CHECKLIST

Employee Information			
Employee Name:			
Employee Number:			
Workstation Location:			
Date:			
Guidelines			
Use this checklist to review and assess your workstation periodically. This tool will help remind you about proper office ergonomics and help to prevent injuries.			
Chair			
	Yes	No	Tips
Feet flat on the floor or on a footrest if necessary	<input type="checkbox"/>	<input type="checkbox"/>	Try out different adjustments on your chair to find the set up that is the most comfortable for you
Hips slightly higher than your knees, with thighs horizontal to floor	<input type="checkbox"/>	<input type="checkbox"/>	
Lumbar support positioned to support the curve of your back	<input type="checkbox"/>	<input type="checkbox"/>	Sit back in your chair and tuck your abdominal muscles
2 to 4 finger-width gaps between the edge of your seat and the back of your knees	<input type="checkbox"/>	<input type="checkbox"/>	
Armrests close to your body and shoulders relaxed and in line with ears and hips	<input type="checkbox"/>	<input type="checkbox"/>	Elbows should hang close to the body
Keyboard and Mouse			
	Yes	No	Tips
Forearms parallel to the floor	<input type="checkbox"/>	<input type="checkbox"/>	Avoid resting elbows, forearms or wrists on sharp edges
Keyboard should be at elbow level and the mouse should be close to the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	Wrist should be in a neutral position
Keyboard tray, if used, should be adjusted to allow neutral posture and minimal reach	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor			
	Yes	No	Tips
Top of monitor at eye level or lower	<input type="checkbox"/>	<input type="checkbox"/>	If using bifocal/graduated lenses, height is set to allow straight head and relaxed neck
Monitor directly in front of you and arm's length away	<input type="checkbox"/>	<input type="checkbox"/>	Brightness and contrast have been adjusted to make viewing easier
Monitor positioned to avoid glare or reflections	<input type="checkbox"/>	<input type="checkbox"/>	Monitors should be placed perpendicular to windows

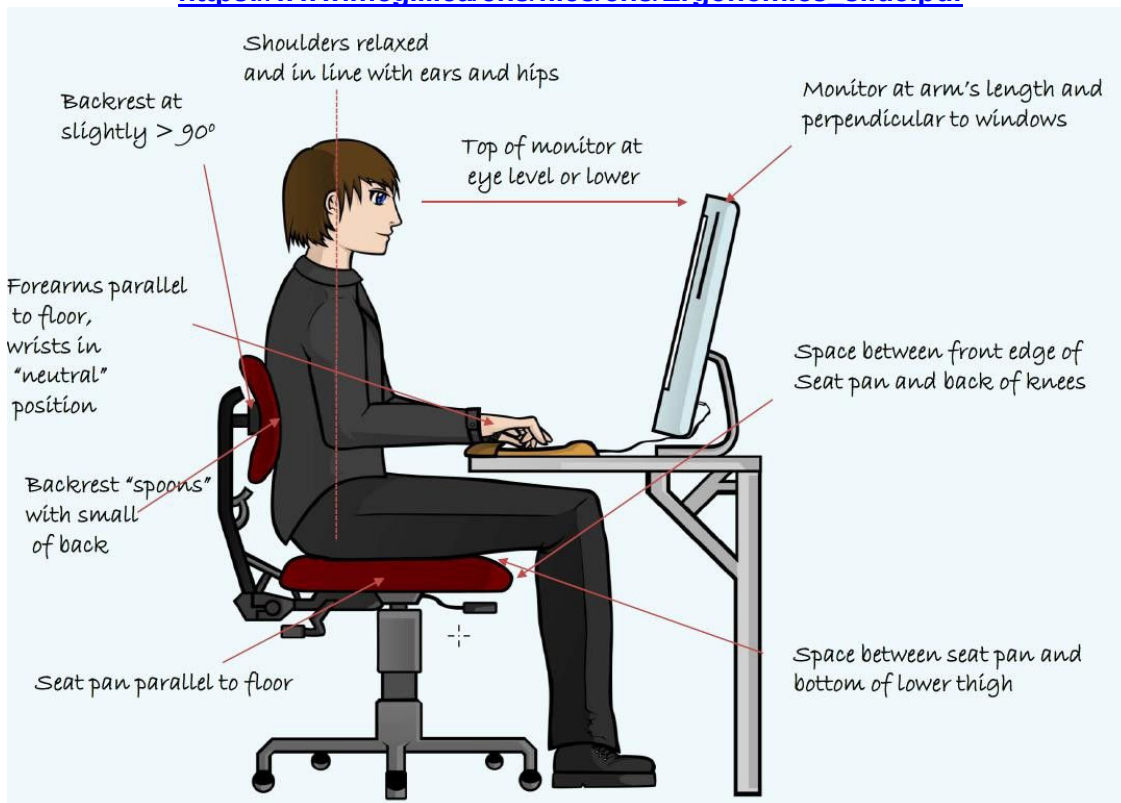
Other Considerations			
	Yes	No	Tips
Make sure you have enough legroom under your desk	<input type="checkbox"/>	<input type="checkbox"/>	Remove any boxes or equipment from under your desk
Keep frequently used items close and easy to reach	<input type="checkbox"/>	<input type="checkbox"/>	Keep your work area neat and tidy
Organize documents so they can be easily readable	<input type="checkbox"/>	<input type="checkbox"/>	Document holder is present or there is space to place documents properly
Store material safely	<input type="checkbox"/>	<input type="checkbox"/>	Make sure shelves are not overloaded and no heavy objects are stored above shoulder height
Ensure the floor space is free from tripping hazards (wires, loose tiles, ripped/torn carpet)	<input type="checkbox"/>	<input type="checkbox"/>	
Keep drawers and doors closed when not in use	<input type="checkbox"/>	<input type="checkbox"/>	
Avoid cradling the phone between your ear and shoulder	<input type="checkbox"/>	<input type="checkbox"/>	Consider a headset if you are often on the phone
Ensure there is adequate lighting in your workspace	<input type="checkbox"/>	<input type="checkbox"/>	It takes more lighting to read a document than to use the computer
Alternate tasks frequently when possible	<input type="checkbox"/>	<input type="checkbox"/>	Give your body mini breaks: Get up, stretch. Try gazing at a distant object or blinking to give your eyes a break

Working from home Health and Safety Guidelines

Work environment



https://www.mcgill.ca/ehs/files/ehs/Ergonomics_slide.pdf



Safety measures

Smoke detector

You should test your smoke detector and if it is battery powered, change the batteries every six months.

Carbon monoxide detector

If you have fuel-burning appliances, you should test your carbon monoxide detector and if it is battery powered, change the batteries every six months.

Fire extinguisher

Your fire extinguisher should be fully charged and easily accessible.

Reporting incidents and injuries

Your responsibilities when you have a health and safety injury or incident:

- If you are injured, promptly get help.
- Notify your supervisor immediately.
- If necessary, obtain medical treatment.

Your supervisor's responsibilities when there has been a health and safety injury or incident:

- Ensure your employee has received any required treatment for any injuries.
- Promptly investigate the injury or incident to determine the cause.
- Complete an Incident Report form within two business days of the incident or injury.
- Take appropriate corrective actions to prevent a recurrence.

Inspections

An important element of every OHS Program is the regular inspection of workspaces. Workplace inspections help prevent injuries and illness. Inspections are observational tours of the workplace and must be conducted at least annually on office and home workspaces. Workplace Safety Inspections should be seen as a proactive technique for:

- monitoring your home workspace;
- identifying unsafe acts and/or conditions (including the effects of change which may produce a hazard which had not been previously identified).

To assist you, an inspection checklist has been developed. This checklist can be modified as required to reflect your actual home workspace.

Questions

For any questions, do not hesitate to contact your supervisor, People and Culture Advisor or OHS.