

Working From Home

Workstation Inspection Checklist - DRAFT

By regularly inspecting your home workstation and addressing any issues or hazards, you can help ensure that you are working in a safe and ergonomic environment. Use this document as a guide to identify any potential hazards while working at home.

Complete the working at home inspection checklist annually or whenever you purchase new equipment/furniture or move your workstation to a new location. The **Office Ergonomic Standard** can be found [here on WSN](#).

If any items have concerns, please contact your manager/supervisor or Employee Health Safety and Wellness at SAFETY2@worksafebc.com.

ITEM	✓	Comments/Concerns	N/A
Office Ergonomic Standard			
<i>Annual review of Office Ergonomic Standard document</i>			
Desk and Chair			
<i>Is the desk at an appropriate height to prevent strain on your neck, back and arms?</i>			
<i>Is the space under the desk clear of clutter so you have adequate leg room?</i>			
<i>Are the chair and desk free from sharp edges or corners that could cause injury?</i>			
<i>Is the chair stable and free from wobbling or tipping?</i>			
<i>Is the chair adjusted to provide proper lumbar support and reduce strain on your back?</i>			
<i>If the chair has armrests, can they be adjusted to provide proper support and do not get in the way of using your computer?</i>			
<i>Are accessories such as footrests, monitor risers, document holders being used to promote proper ergonomics?</i>			
<i>Are the accessories stable and not prone to slipping or tipping?</i>			
Keyboard and Mouse			
<i>Are the keyboard and mouse at a comfortable distance and height to prevent strain on your arms and wrists?</i>			
<i>Is the mouse positioned close to the keyboard to prevent overreaching and strain on your shoulder?</i>			
<i>Is your wrist straight when using the keyboard?</i>			
Lighting and Monitor			
<i>Is the general lighting in the environment similar to the brightness of the monitors?</i>			
<i>Is there sufficient task lighting in your workspace to prevent eye strain?</i>			
<i>Is the monitor at a comfortable distance and height to prevent eye, neck and shoulder strain?</i>			
<i>Is the monitor free from glare and positioned to reduce reflections?</i>			
<i>Is the screen clean and free from smudges or dust?</i>			

Work Area			
<i>Are frequently used items within reach to avoid unnecessary reaching?</i>			
<i>Are objects stored safely and cords/cables organized and out of the way to prevent tripping hazards?</i>			
<i>Is the flooring free of any loose items, debris, or worn areas?</i>			
<i>Are routes unobstructed and clear?</i>			
<i>Are cabinets and shelves secured to avoid toppling?</i>			
<i>Are large, heavy objects stored on lower shelves?</i>			
<i>Are indoors temperature levels appropriate? A temperature range of 20 to 24.5 Celsius degrees is recommended.</i>			
<i>Are stairs free of any slipping or tripping hazards?</i>			
<i>Are stairs equipped with a hand rail to use when traversing the stairs?</i>			
Electrical Safety			
<i>Are all personal electronic appliances used in your workspace CSA approved?</i>			
<i>Are electrical cords, outlets and power strips in good condition and free from damage?</i>			
<i>Are electrical cords, outlets and power strips not overloaded?</i>			
Emergency Preparedness:			
<i>Is there a personal first aid kit or equivalent supplies readily available in case of a minor injury?</i>			
<i>Do you have emergency supplies and plan for 72 hours?</i>			
<i>Do you have a route plan for emergency evacuation?</i>			
Personal Safety & Security:			
<i>Are your PPE for site visits in good condition and not expired?</i>			
<i>Is your entry door fitted with a deadbolt and/or other secure locking mechanisms?</i>			
<i>When working alone, do you use one of WSBC's working alone systems?</i>			
Confidentiality			
<i>Is your workspace away from other individuals that may hear conversations that include any confidential information?</i>			
<i>Is your computer screen positioned to protect documents from view by other individuals?</i>			
<i>Is your workspace free of any voice-controlled virtual assistants or smart-home devices (e.g. Google Nest, Amazon Echo, Siri, etc.)?</i>			
<i>Are documents brought to your remote work location or printed in your remote work location stored securely?</i>			
Additional Areas/Comments:			

Name	Date Completed
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