MANITOBA PUBLIC INSURANCE

Virtual Workspace Safety Checklist

The Virtual Workspace Safety Checklist is part of the Flexible Work Arrangement. Please review and provide a completed and signed copy to your leader along with the Flexible Work Agreement.

Below are examples of potential hazards and risks employees may be exposed to including controls that can assist to ensure your virtual/alternative work space is a safe, healthy, and productive environment.

Employees are responsible to take reasonable steps in creating a safe and healthy virtual work location.

Instructions

When completing the checklist:

- Review the **Flexible Work Requirements** list and document your answers. If 'no' answers are identified, your Flexible Work Arrangement may be denied at this time.
- Document any concerns in the **Comments/Action Required** section and review them with your leader including the action required to reduce any risk(s).
- Review the **Flexible Work Considerations** and determine if the hazard examples apply or have potential to apply to your virtual workspace.
- Assess what controls can be used to eliminate or reduce identified hazards and risk(s).
- Assess your virtual workspace on a regular basis to address potential hazards and risk. If anything changes, review with your leader.

Escalate Safety and Health Concerns

- Discuss safety and health concerns with your leader. If concerns are not addressed within a reasonable time, complete an on-line **Hazard Report**.
- Complete an **Incident Report** for any safety and health incidents that occur during work hours and report the same information to your leader.

Flexible Work Arrangement

Flexible Work Requirements

Question	Yes	No	Comments/Action Required
Do you have a work alone check in plan established with your leader for regular contact by email, telephone, or text at least at the beginning of the day and the end of your shift? **If you cannot be reached, your leader will attend your virtual location or send someone to check on you**	☐	☐	
Do you have a confidential and secure work environment that ensures MPI information remains secure from loss or disclosure?	☐	☐	
If there are any unusual risks for violence in your work environment have you discussed this with your leader?	☐	☐	
Is your personal information and emergency contacts up to date in MYHR?	☐	☐	

Flexible Work Considerations

Please consider the following to ensure your virtual workspace set up is free from hazards and provides proper ergonomics to perform your work safely:

- Do you have an evacuation plan in the event of an emergency including a place to go in inclement weather?

- Are walkways, stairs, and doorways unobstructed?

- Is your chair adjustable (ideally with armrests) that is in good working order?

- Is your work surface at elbow height, elbows close to the body, and shoulders relaxed?

- Are your feet on the floor or you are using a suitable object as a footrest?

- Is your laptop or computer screen directly in front of you, at an arm's length away, with the top quarter of the screen at eye height?

- If using a laptop, are you using a mouse and secondary keyboard and lifting the laptop screen to eye height?

- Are you avoiding any glare on the screen from windows or lighting?

- Are your wrists in neutral position when typing (straight)?

- Are frequently used items in easy reach (for example, headset, papers, etc.)?

- Do you take brief posture breaks every 30 minutes (for example, stand, walk)?

- Have you reviewed the Ergonomics page on the Intranet?

- Do you set yourself regular work hours and stick to them?

- Are you checking in with other co-workers for work related issues or virtual coffee breaks together?

- Are safety and health issues discussed regularly at team or one-on-one meetings?

- Have you reviewed the Wellness at Work page on the Intranet?

- Have you reviewed your social media presence and other online footprints to ensure the location of your residence is not easily known to others?

- Does your workspace have adequate lighting, ventilation, and heating/cooling so that you can work comfortably?

- Is your workspace kept clean and orderly and free of slip and trip hazards (for example, cords, lifted carpets, etc.)?

- Are electrical cords and/or power bars in good condition, not overloaded, and not covered by a carpet or other items that could cause them to overheat?

Employee Agreement

I _____ have read and understand the Virtual Workspace Safety Checklist and agree that I am responsible to take reasonable steps in creating a safe, healthy, and productive environment and that a failure or refusal to do so may result in disciplinary action.