



VIU Remote Work (Home-based) Health and Safety Guidelines

VIU Remote Work Home Office Checklist

The home office should provide the same level of health, safety and security that an employee would receive at a regular work office. Employees working in a home office should assess their individual work area for existing or potential problems.

This assessment checklist includes:

- Emergency Procedures
- Electrical Safety
- Office Ergonomic
- Work Environment

If you have other health and safety concerns or require help using this checklist, please contact a VIU Health & Safety Advisor at safety@viu.ca

Emergency Procedures	Satisfactory	Unsatisfactory	N/A
1. I know the emergency contact numbers when I am home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I have an emergency evacuation route in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A periodic check-in schedule has been established with my supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I have provided my supervisor with the emergency contact information of someone close to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Basic first aid supplies are readily available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There is a smoke detector located in my home office area that is fully functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <i>(If I have fuel burning appliances)</i> there is a carbon monoxide detector located in my home that is fully functioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. There is a fire extinguisher in my home office area that is functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I am aware that all incidents must be immediately reported to both my supervisor and VIU Health & Safety (safety@viu.ca): https://adm.viu.ca/health-and-safety/reporting-injuries/incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Electrical Safety	Satisfactory	Unsatisfactory	N/A
1. Adequate surge protection is utilized with all electrical equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Outlets are not overloaded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Power bars are used in place of extension cords where possible. If extension cords are used they are CSA approved and grounded by three prongs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All electrical cords are in good condition and working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All electrical cords are neatly secured, out of the way, and anchored when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There is sufficient ventilation room available around all electrical equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Any electrical panels located in the home office are properly covered and easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. All lighting is working properly and is sufficient for my needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Ergonomics	Yes	No	N/A
1. I have set up my home office to the best of my ability using the information on the VIU Health and Safety website Ergonomic Self-Assessment :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I make efforts to work in a neutral and supportive position with proper posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I take frequent mini breaks at my desk and regular work breaks away from my desk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I stretch throughout the day: https://www.youtube.com/watch?v=vE1idGTZOIY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am aware that it is my responsibility to be aware of VIU-recommended best practices about office ergonomics, and to direct any questions or concerns I have to safety@viu.ca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are used to working with a sit-stand desk at work, here are some [creative solutions](#) that could be improvised for the home office.



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Work Environment	Yes	No	N/A
1. All furniture is free of sharp edges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Drawers / doors are kept closed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. My home office is neatly organized and free of clutter or tripping hazards. Materials are safely stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Shelves are not overloaded and there are no heavy objects stored above shoulder height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The lighting and ventilation in my home office enables me to work effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. My home office and surrounding area provides enough space to work effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments, questions or concerns related to occupational health and safety at your remote work location that we can assist with?

Employee Name:
Telephone Number:
Home Office Address:
Date:

Should you have any questions or concerns please contact a VIU Health & Safety Advisor
(250) 740-6281 or (250) 740-6282 or safety@viu.ca