



REMOTE WORK HEALTH AND SAFETY CHECKLIST

Use this checklist to assess your remote workplace. Record actions to address unchecked boxes that present a risk of injury in section 7 below. For additional information, visit the [Canadian Centre for Occupational Health and Safety](#).

If employees or supervisors require support in completing this checklist or have any questions about the health and safety process, contact either your departmental health and safety coordinator or the corporate Health and Safety office at safety@yukon.ca.

1. Employee details

Employee name	Job title
Department	Supervisor

2. Workstation ergonomics

Chair

- ☐ Armrests are out of the way while typing but provide support when needed during other activities.
- ☐ Seat is tilted so that hips and tops of thighs are at right angles or slightly greater.
- ☐ There are about 2-4 finger widths between front edge of the seat and back of the knees.
- ☐ Backrest is adjusted to provide lumbar support to the lower back.
- ☐ Seat height is adjusted so feet are flat on floor or footrest with knees bent at right angles and thighs horizontal to floor.
- ☐ Sitting posture is upright or slightly reclined, maintaining slight hollow in lower back.

Keyboard and mouse

If working from a laptop, consider attaching an external mouse and keyboard.

- ☐ Keyboard and mouse are beside one another and at the same height.
- ☐ Distance between keyboard and user allows user to relax shoulders with elbows hanging close to body.

Monitor

If working from a laptop, consider connecting to an external monitor or raising the monitor by placing it on top of something sturdy.

- ☐ Top of screen is at or slightly lower than eye level (may need to be slightly lower for bifocal and trifocal users).
- ☐ Monitor is positioned directly and symmetrically in front to avoid twisting of the neck and spine.
- ☐ Monitor is positioned far enough away so that it can be read comfortably (for most people this will be about an arm's length away).

3. Work environment and work space

- ☐ Frequently used items are within easy reach.
- ☐ Workstation allows for 2" side clearance for hips; depth allows foot and knee clearance.
- ☐ Lighting is not too bright or dim; glare and reflections are minimal and work materials are easy to read.
- ☐ Consistent workspace or room where it is easy to concentrate, away from busy living areas and in an area where household members will not disturb worker.

4. General safety of home work area

- ☐ Floors and walkways are kept clear of trip, slip or fall hazards.
- ☐ Exits are clear and unobstructed.
- ☐ Power cords in good condition and properly placed or secured to prevent tripping.
- ☐ Power cords/circuits not overloaded.
- ☐ First aid supplies are readily available.
- ☐ A fire extinguisher is available and/or a plan for evacuation in the event of fire is in place.
- ☐ Smoke detectors and carbon monoxide detectors are installed and properly maintained.

5. Work practices

- ☐ Break up long periods of continuous computer use by performing other tasks.
- ☐ Take short breaks throughout the day and stand at least once per hour.
- ☐ Stretch and minimize strain at the workstation following guidance from [Canadian Centre for Occupational Health and Safety](#).
- ☐ Establish a reasonable regular communication system between worker and supervisor (for example, call, text or email to say hello at the beginning of the work day).

6. Psychological health and safety

- ☐ Follow a set work schedule as consistently as possible – routine helps people physically and mentally prepare for their day.
- ☐ Follow a beginning and end of day ritual (e.g. a mindfulness exercise or coffee break) or a simulated commute routine (e.g. a short walk down the street and back before starting work) to allow for a mental transition between work time and personal time.
- ☐ Establish visual cues for household members during work hours to help communicate availability (e.g. put up an “in a meeting” sign when on a call to avoid disturbances and take lunch and coffee breaks away from the workstation to signal availability to visit).
- ☐ Schedule regular social check ins with supervisor and colleagues in addition to work-related meetings to help maintain social contact and positive working relationships.
- ☐ Review wellbeing supports and resources offered by the Public Service Commission and discuss changes in wellbeing with supervisor or an employee and family assistance counsellor as needed.
- ☐ Any potential risks of violence or harassment at the remote workplace have been identified, and a plan or procedures are in place to deal with the risks.

7. Agreed actions to address identified health and safety gaps at home workplace

8. Photo of the remote workplace

- ☐ The employee has provided their supervisor a photo of the desk, workstation and chair at the remote workplace.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____