

COVID-19 PROTOCOL – REMOTE WORK HAZARDS

Your health and safety is our priority.

When working remotely, your workspace is considered a “workplace” by WorkSafeBC. Metro Vancouver staff are responsible to maintain their workspace in a safe condition.

This checklist is designed to help Metro Vancouver staff identify hazards associated with working remotely and to provide simple guidance on safety elements in their remote workspace (whether at home or elsewhere). Once complete, MV staff will report any remaining hazards to their supervisor.

Step 1: Please go through the checklist below to identify workspace hazards.

GENERAL

- Walkways and doorways are unobstructed and floors are clear of trip hazards?
- Phone lines, wiring, and electrical cords are secured under the desk?
- Temperature and lighting are adequate?
- Adequate ventilation to manage air flow and any environmental odour or irritants?

FIRE & ELECTRICAL SAFETY

- Working smoke detector and carbon monoxide detector near the designated workspace?
- Functional fire extinguisher in work area?
- Workspace is kept free of trash, clutter and flammable liquids?
- All electrical plugs, cords, outlets and panels in good condition? No exposed/damaged wiring?
- Extension cords and power strips not daisy chained and no permanent extension cord in use?

EMERGENCY RESPONSE PROCEDURES AND EMERGENCY COMMUNICATION

- Personal first aid supplies available?
- Easy access to phone via land line or mobile phone for emergencies (9-1-1)?
- Contact list of important phone numbers, such as your supervisor, human resources & safety?
- Working alone or in isolation? Is check-in required? Talk to your supervisor.
- Emergency evacuations plan? How to evacuate and where to go when evacuated?
- Emergency preparedness supplies, such as water, food, medication, heat, light, are available?

ERGONOMICS

- Clear work surface large enough to set up computer, keyboard, and mouse on same level?
- Adjustable chair to ensure seating at correct height?
- Do you have a means to adjust the height of your monitor?

Step 2: Consult with your Supervisor to correct any remaining hazards as soon as possible.

Use the information on the following page to help in managing the hazards identified and post it in your workspace as a handy reference guide.

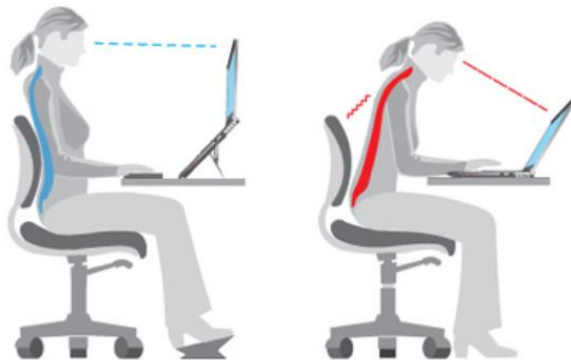
Remember: *If you experience any injuries or illness related to your work then you must report these immediately to your Supervisor and they will submit them in IRIS.*

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ERGONOMICS

It is crucial that your workstation is set up with good ergonomics principles in mind to reduce the risk of musculoskeletal disorders.

When using a laptop for long periods of time, it is important to have the screen elevated to eye level, and a separate keyboard and mouse connected to it. This enables you to have proper screen height and keyboard position. A suitable and adjustable chair should be used to allow for correct working heights and neutral postures. Stretch regularly and take frequent micro breaks.



ELECTRICAL SAFETY



Always use 3-prong grounded electrical outlets or a surge-protected power bar to prevent the risk of an electrical shock. If using a power cord, check that it is in good condition and not broken.

TRIPPING & FALLING

Prior to setting up your workstation, identify areas that could potentially cause an injury.

- Make sure that there is adequate visibility and lighting to allow you to see hazards.
- Identify slippery areas and cords or wires you could trip over.
- Beware of obstructions in loose carpets, tiles or uneven floor surfaces.
- Remove all tripping or falling hazards.



ENVIRONMENTAL HAZARDS

If you are exposed to hazards or irritants such as tobacco smoke, cooking odors or other irritants in the workspace, make the necessary adjustments to reduce or eliminate your exposure.



Excessive noise & other distractions should also be reduced or removed from the environment.

Keep your workspace clean & tidy. Wipe surfaces daily to reduce germs.

WORKPLACE STRESSORS

Workload, distractions and competing priorities can affect your ability to work. Take care of yourself while working from home to minimize potential stressors. Contact your supervisor to discuss any concerns you may have.



WORKING ALONE



If you work alone all day, WorkSafeBC requires you to check-in with your Supervisor to confirm that you are safe. Depending on the hazard level identified in the

Working Alone Risk Assessment, check-in intervals will vary based on the job task. At minimum, a check-in is required at the beginning of your day/shift and end of your work day/shift.

Those working remotely should not be hosting meetings or inviting clients or other workers to their remote location or home.

EMERGENCY PREPAREDNESS

Review the information below and know your responsibilities as a staff member so you'll be prepared in the event of an emergency, regardless of your work location.

Emergency Kit	Prepare an emergency kit with basics such as water, food, medications, light, money and contact lists and store it in an accessible location.
Fire/Smoke Alarms	Ensure that smoke and carbon monoxide detectors work.
First Aid	Maintain a basic first aid kit and report all injuries to your Supervisor immediately.
Contacts	Maintain a list of important contact numbers, including Supervisor, Team Members, HR, Safety and 9-1-1.
Evacuation Plan	Create an evacuation plan that outlines how and where to evacuate and who to contact in an emergency.