

Working From Home Checklist

Purpose: This working from home self-assessment checklist is to assist in ensuring your work environment is safe and your workstation is ergonomically set-up.

Workstation Set-Up

Workspace

- There is adequate leg room underneath the desk. Remove any items stored under the desk.
- There is sufficient room on the desktop to accommodate all necessary items.
- Frequently used items are within a comfortable reach.

Seat Adjustment

- Chair arms have been removed or adjusted so they clear the desk.
- The height of the chair has been adjusted so your elbows fit just above the desk when bent at approximately 90 degrees.
- Feet are flat on the floor or on a footrest to ensure feet are not dangling.
- Back support is adjusted to fit in the hollow of your lower back.

Monitor Adjustment

- The monitor is positioned directly in front of you.
- The monitor is approximately an arms distance away.
- Your eyeline is in the top third of the screen.

If using multiple monitors:

- They are positioned at the same height.
- The amount of time you use each monitor has been determined and adjusted accordingly:
 - If used an equal amount of time, set the monitors next to each other and angle them slightly inward in a 'V' shape.
 - If one is the primary monitor, position this monitor directly in front and the secondary monitor to one side, on about a 30-degree angle to the primary monitor.



Keyboard Adjustment

- The keyboard is positioned directly in front of you.
- Your hands are resting comfortably on your keyboard.
- The keyboard feet are lowered.
- Wrists are in a neutral position when typing.

Mouse Adjustment

- The mouse is positioned close to the keyboard.
- Shoulders are relaxed.
- Elbows are close to the side of the body.

Laptop

- A laptop stand is positioned so the screen is at eye height.
- An external keyboard and mouse are used.

Standing Workstation

- Your feet are shoulder width apart.
- Your bodyweight is evenly distributed between both feet.

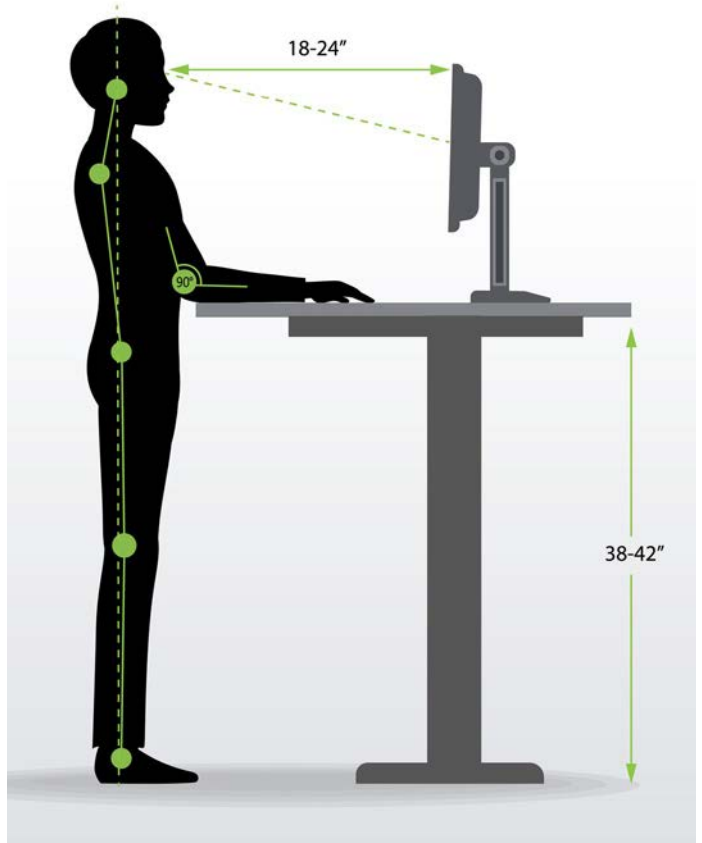
Other Considerations

- Headset or headphones available if prolonged use of a phone is required.
- Change posture every 30-60 minutes where possible.

Work Environment

Work Area

- There is adequate lighting for the task being performed. Where possible, set up your work area at 90 degrees to any windows to reduce glare reflection.
- Walkways and exits are free from obstructions.
- There are no trip hazards such as cabling or household items.



Emergency Preparedness

- Access is available to a safe outdoor area in case of an emergency.
- A first aid kit is available.
- Smoke detectors are installed and maintained.
- A fire extinguisher or blanket is available.

Electrical Equipment

- The general power outlet is undamaged.
- Power boards in good condition.
- Power cords are in good condition.
- Equipment is in good condition. Never use damaged or faulty equipment.
- No adapters or power boards are piggy-backed e.g., power board plugged into another power board.
- Power cords are in good condition.
- A safety switch is installed, or a residual current device is used.

Following this self-assessment, if additional equipment or modifications are required, please contact your Manager.

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