

Working from Home – Quick Guide

Staff member's name:	
Work unit:	
Immediate supervisor's name:	

Points to Consider	Yes/No
Desk / Work Surface	
Suitable height, size – see position of arms in picture overleaf.	
Sufficient space on desk for equipment required for the task eg. document holder, printer, phone.	
Sufficient leg space under desk.	
Chair	
Posture advice – can you obtain comfortable sitting position with back supported and arms at correct height.	
Workstation Setup	
Height – top of screen is approximately at eye level.	
Screen directly in front of you and about an arm's length away.	
External keyboard and mouse available if laptop used.	
Keyboard positioned directly in front of you.	
Mouse next to keyboard – easy access, arm in close (no stretching required).	
Hand/arm position correct height and comfortable	
Environment	
Walk-ways clear of clutter and trip hazards (eg. trailing electrical cords, boxes, pets, rugs, etc.)	
Work area is segregated from other hazards in the home eg. hot cooking surfaces in the kitchen.	
Path to exit is reasonably direct, free from trip hazards and not obstructed, to allow easy exit in case of fire.	

Staff member

Signature

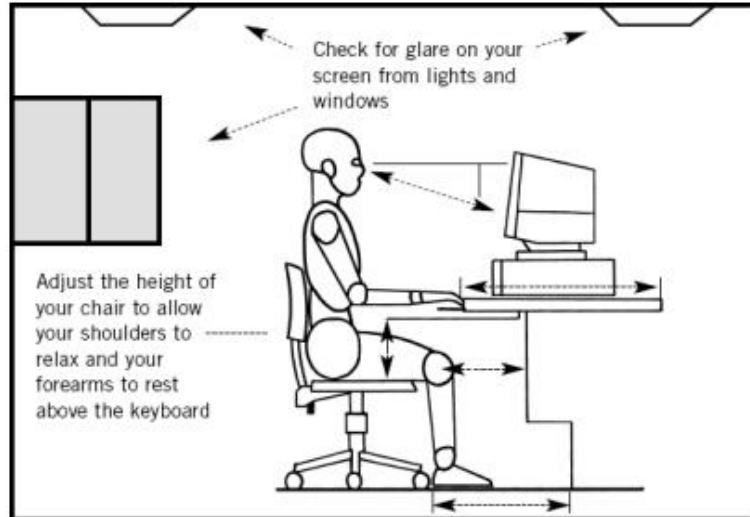
Date

Please forward a copy of this completed checklist to your immediate supervisor.

Example of Correct Seating and Equipment Position for Computing

Start with your desk

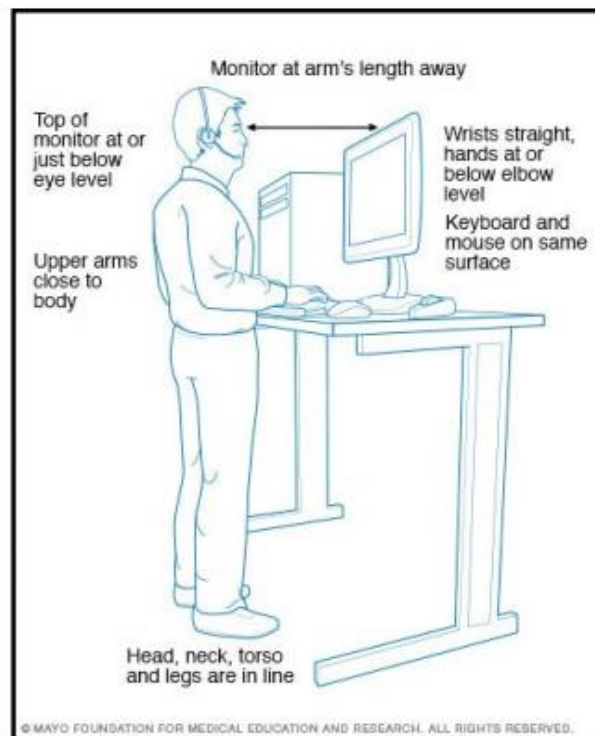
- Check the height of the desk. You should be able to sit at your desk with your feet flat on the floor.
- Check the depth of your desk. Your desk must have sufficient depth so that you are not sitting too close to your screen.



Workstation set-up for working on a computer

Standing desk option:

- Check the height of the desk. Your desk should allow you to keep your arms close to your body with your wrists straight or slightly below your elbows.
- Check the depth of your desk. Your desk should allow for your monitor to fit directly in front of you at arm's length away.



Other tips

- Regularly alter your posture and position.
- Stretch regularly (every 30-40 minutes).
- Take regular postural/stretching breaks to reduce intense periods of repetitive movement.
- Report all incidents and hazards to your Supervisor and in [RiskWare](#).