

Self Assessment Work from Home Safety & Ergonomics

Setting up an ergonomically correct workspace at home is mandatory. Below is a self-assessment for you to review if there are areas in your current set up that need to be addressed. If there are specific concerns identified, with furniture, adaptive equipment or otherwise, or if you require assistance determining if hazards exist within your current home workspace, please contact your health and safety representative.

	YES	NO
I am able to keep my head upright and at a healthy viewing angle when using my computer.		
My laptop or monitor is positioned at eye level.		
My laptop or monitor has minimal glare.		
My feet remain flat on the floor (or on a foot rest) and my thighs and hips are at a ninety-degree angle.		
I am able to keep a correct posture with slightly relaxed shoulders.		
I have the ability to protect my lower back with a lumbar cushion.		
My elbows remain bent at 90 to 120 degrees.		
I have a proper keyboard and mouse.		
The floor around my work-area is free of tripping hazards.		
Lighting is adequate for the tasks being performed.		
I know and have clearly mapped out the closest exits in case of evacuation.		
Proper data security and control measures are in place – including for printed confidential documents.		
The workspace has safe electrical outlets, power outlets are not overloaded and cords are safely stowed.		
Most frequently used items are stowed within arms reach.		
Emergency numbers and protocols are known and easily accessed.		