



## WORKING FROM HOME HEALTH AND SAFETY CHECKLIST

Under the Quebec Occupational Health and Safety Act, the university has a duty of care to provide a safe and healthy place of work for all employees. This also applies to staff who work from home.

Prior to working from home, you must complete the following checklist to ensure that your home office meet health and safety standards. This checklist should be used in conjunction with the document “Working from home - Health and Safety Guidelines.”

The checklist must be attached to your IFWA request form in the HR Service Portal. The review and approval of this form by your Supervisor will take place outside the HR Service Portal. Upon approval, the Supervisor will return the signed form via email to the employee and retain a copy for the unit’s records.

<b>Employee information</b>	
Name:	
Faculty/department:	
Home address ( <i>supervisors must be advised of any change in address to the primary work location</i> ):	
Home phone number:	
Days that will be worked from home:	
Working hours (e.g. 8:00 a.m. to 4:00 p.m.):	
Designated workplace	

<b>Work environment</b>	<b>Yes</b>	<b>No</b>
Does your home office provide enough space to work efficiently?		
Is your home office free of tripping hazards (wires, loose tiles, torn or ripped carpet)?		
Do you have an adequate workstation to perform your tasks?		
Do you have an ergonomic chair?		
Have you set up your home office using the document “Working from home - Health and Safety Guidelines”?		
I have reviewed the important IT considerations on IT Services’ <a href="#">A hybrid workplace webpage</a> , in order to enable me to work, communicate, and collaborate effectively and securely in the hybrid environment.		

<b>Safety measures</b>	<b>Yes</b>	<b>No</b>
Have you updated/provided an emergency contact in Workday?		
Do you have a first aid kit?		
Is there a functional smoke detector in your home?		
Is there a functional carbon monoxide detector in your home? (If you have fuel-burning appliances.)		
Is there a functional fire extinguisher in your home?		

<b>Reporting incidents and accidents</b>	<b>Yes</b>	<b>No</b>
Are you aware of your responsibility to report any incidents or accidents to your supervisor and EHS immediately?		
Do you agree that in case of incidents or accidents the employer and/or the CNESST may perform an investigation at your home office?		
Do you agree to participate actively in any investigation following a work accident occurring at home?		

<b>Liability and insurance</b>	<b>Yes</b>	<b>No</b>
Have you notified your home insurance company that you will be working from home?		
Do you acknowledge that McGill will not be held liable for any damages to an employee's property or for any injuries to family members, visitors, or others in the employee's home?		
Do you acknowledge that McGill will not be responsible for any non-work-related injuries that may occur at home? Compensation will be limited to the preapproved working hours and will be limited to the designated home office space.		

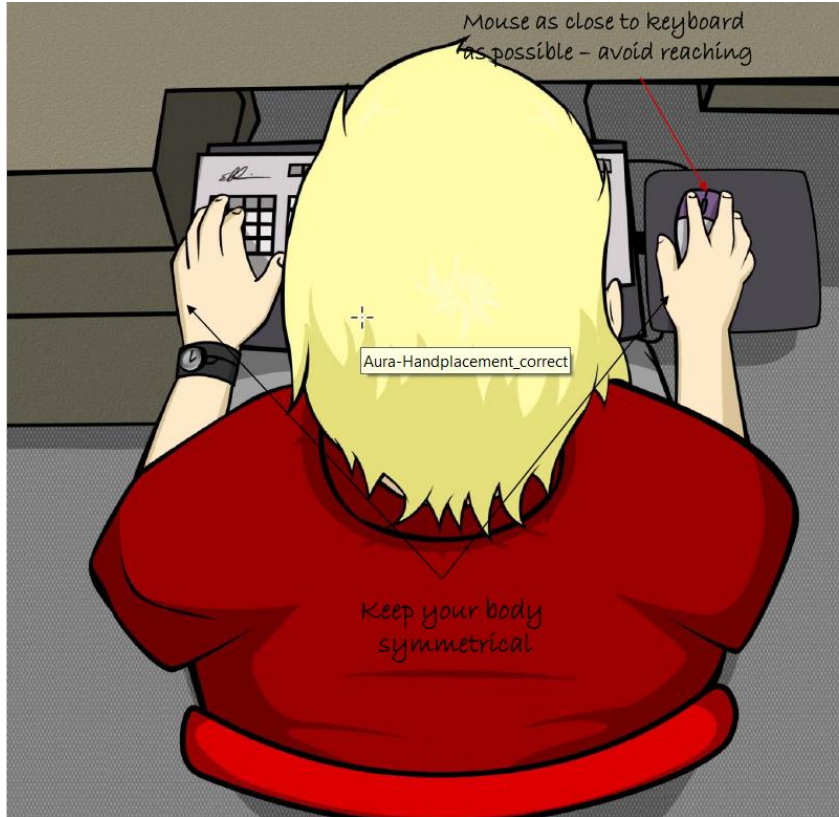
<b>If you have answered 'no' to any of the questions above, please explain how you will address the situation.</b>

<b>Declaration</b>	
I hereby certify that the existing or potential hazards in my home office have been properly assessed, identified and the appropriate corrective actions applied, and I have completed this checklist using the document "Working from home – Health and Safety Guidelines."	
Employee signature:	
Date:	

<b>Declaration</b>	
I hereby acknowledge that I have read and discussed this checklist with my employee.	
Supervisor signature:	
Date:	

# **Working from home Health and Safety Guidelines**

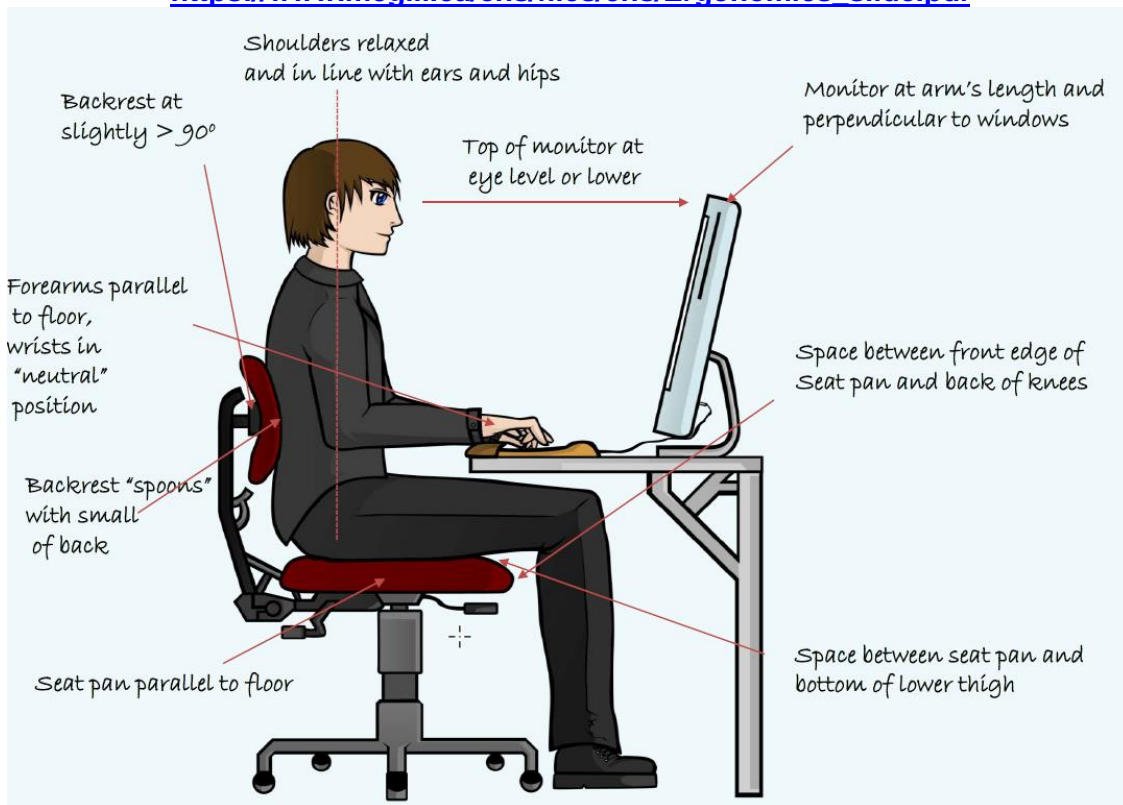
# Work environment



## Computer Work Station Adjustments

Environmental Health and Safety  
[www.mcgill.ca/ehs](http://www.mcgill.ca/ehs)  
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[https://www.mcgill.ca/ehs/files/ehs/Ergonomics\\_slide.pdf](https://www.mcgill.ca/ehs/files/ehs/Ergonomics_slide.pdf)



**Office Ergonomics Self-Assessment Checklist**

Employee Information	
Employee Name:	
McGill ID:	
Workstation Location:	
Date:	

**Guidelines**

Use this checklist to review and assess your workstation periodically. This tool will help remind you about proper office ergonomics and help to prevent injuries. Please contact the Environmental Health and Safety Office if you would like an assessment of an on-campus workstation.

More ergonomic tools and resources can be found on Environmental Health and Safety's website: <https://www.mcgill.ca/ehs/programs-and-services/ergonomics>

Chair			
	Yes	No	Tips
Feet flat on the floor or on a foot rest if necessary	<input type="checkbox"/>	<input type="checkbox"/>	Try out different adjustments on your chair to find the set up that is the most comfortable for you
Hips slightly higher than your knees, with thighs horizontal to floor	<input type="checkbox"/>	<input type="checkbox"/>	
Lumbar support positioned to support the curve of your back	<input type="checkbox"/>	<input type="checkbox"/>	Sit back in your chair and tuck your abdominal muscles
2 to 4 finger-width gap between the edge of your seat and the back of your knees	<input type="checkbox"/>	<input type="checkbox"/>	
Armrests close to your body and shoulders relaxed and in line with ears and hips	<input type="checkbox"/>	<input type="checkbox"/>	Elbows should hang close to the body

Keyboard and Mouse			
	Yes	No	Tips
Forearms parallel to the floor	<input type="checkbox"/>	<input type="checkbox"/>	Avoid resting elbows, forearms or wrists on sharp edges
Keyboard should be at elbow level and the mouse should be close to the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	Wrist should be in a neutral position
Keyboard tray, if used, should be adjusted to allow neutral posture and minimal reach	<input type="checkbox"/>	<input type="checkbox"/>	

Monitor			
	Yes	No	Tips
Top of monitor at eye level or lower	<input type="checkbox"/>	<input type="checkbox"/>	If using bifocal/graduated lenses, height is set to allow straight head and relaxed neck
Monitor directly in front of you and arms length away	<input type="checkbox"/>	<input type="checkbox"/>	Brightness and contrast have been adjusted to make viewing easier
Monitor positioned to avoid glare or reflections	<input type="checkbox"/>	<input type="checkbox"/>	Monitors should be placed perpendicular to windows

**Other Considerations**

	<b>Yes</b>	<b>No</b>	<b>Tips</b>
Make sure you have enough leg-room under your desk	<input type="checkbox"/>	<input type="checkbox"/>	Remove any boxes or equipment from under your desk
Keep frequently used items close and easy to reach	<input type="checkbox"/>	<input type="checkbox"/>	Keep your work area neat and tidy
Organize documents so they can be easily readable	<input type="checkbox"/>	<input type="checkbox"/>	Document holder is present or there is space to place documents properly
Store material safely	<input type="checkbox"/>	<input type="checkbox"/>	Make sure shelves are not overloaded and no heavy objects are stored above shoulder height
Ensure the floor space is free from tripping hazards (wires, loose tiles, ripped/torn carpet)	<input type="checkbox"/>	<input type="checkbox"/>	
Keep drawers and doors closed when not in use	<input type="checkbox"/>	<input type="checkbox"/>	
Avoid cradling the phone between your ear and shoulder	<input type="checkbox"/>	<input type="checkbox"/>	Consider a headset if you are often on the phone
Ensure there is adequate lighting in your work space	<input type="checkbox"/>	<input type="checkbox"/>	It takes more lighting to read a document than to use the computer
Alternate tasks frequently when possible	<input type="checkbox"/>	<input type="checkbox"/>	Give your body mini-breaks: Get up, stretch. Try gazing at a distant object or blinking to give your eyes a break

## Safety measures

### Smoke detector

You should test your smoke detector and if it is battery powered, change the batteries every six months.

### Carbon monoxide detector

If you have fuel-burning appliances, you should test your carbon monoxide detector and if it is battery powered, change the batteries every six months.

### Fire extinguisher

Your fire extinguisher should be fully charged and easily accessible.

## Reporting incidents and accidents

### Procedure to report an incident or accident

<https://www.mcgill.ca/ehs/forms/forms/accident-and-incident-report>

- Report the event to your supervisor immediately;
- Participate in the work accident investigation with your supervisor (if you are fit to do so);
- Complete the Accident, Incident & Occupational Disease Report form. The supervisor is responsible for sending the completed Accident, Incident & Occupational Disease Report form to EHS promptly;
- If you believe you require medical assistance, you should consult a physician. If the physician provides documentation, you should provide a readable copy of the medical documents to your immediate supervisor or your HR Advisor;
- If time off work is prescribed by the physician, then the supervisor must submit promptly, to your area HR Advisor, the completed Accident, Incident & Occupational Disease Report form and all the medical documentation. The HR Advisor will send everything to [disability.hr@mcgill.ca](mailto:disability.hr@mcgill.ca) who will open a claim file with CNESST.

## Questions

For any questions, do not hesitate to contact your supervisor, HR Advisor or EHS.