



# Telework Site Health & Safety Employer Expectations Agreement

I agree that my telework site meets and will continue to meet the following health and safety expectations for the duration of my Telework Agreement:

Employee  
initial

### Floor Area

The telework site is neat, clean, and free of hazardous material.

\_\_\_\_\_

The telework site floor surface is clean, dry, level, and free of worn or frayed seams.

\_\_\_\_\_

Carpets are well secured to the floor and are free of frayed or worn seams.

\_\_\_\_\_

All materials, cabinets and other furnishings are properly secured from falling on the teleworker.

\_\_\_\_\_

There is enough room to ensure a clear and unobstructed passage to and from the telework site.

\_\_\_\_\_

### Stairways and Hallways Etc.

All stairs with four or more steps leading to the telework site are equipped with handrails.

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All stairs, hallways, aisles, doorways and corners are free of obstructions to permit visibility and movement.

\_\_\_\_\_

### Lighting & Electrical

Lighting levels are adequate to perform the required worktasks.

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All electrical equipment, including power bars and extension cords are CSA approved and in good working condition.

\_\_\_\_\_

Phone lines, charging cables and electrical cords are properly placed or secured to avoid tripping hazards.

\_\_\_\_\_

### Environment

Temperature, noise, and ventilation levels are adequate.

\_\_\_\_\_

There is an adequate number of smoke alarms/detectors.

\_\_\_\_\_

There is a portable fire extinguisher and I know how to operate it properly.

\_\_\_\_\_

### Workstation/Office Furnishings

The furniture is safe.

\_\_\_\_\_

The chair is in good working order (i.e. secure and sturdy).

\_\_\_\_\_

The chair, desk, keyboard and mouse, etc. are adjusted to meet basic ergonomic needs as per the Computer Workstation Checklist.

\_\_\_\_\_

### Other

A first-aid kit is accessible to the telework site.

\_\_\_\_\_

Emergency contact numbers are posted near the phone and/or in the teleworksite.

\_\_\_\_\_

There is an evacuation route in place and posted in the telework site in the event of a fire or other emergency.

\_\_\_\_\_

The telework site is free of any other identifiable physical, chemical, electrical, or fire hazards.

\_\_\_\_\_

**Note any expectations from the previous page that are not met:**

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**Employee:**

I attest to the information contained within as being accurate and complete. I further attest that I will take all necessary corrective actions to eliminate any expectations that have not been met, before beginning the telework arrangement.

I understand that safety inspections may be made of my telework site with prior notice, except in the case of emergency.

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Employee Signature

Employee Printed Name

Date

**Supervisor:**

I have met with the above-noted employee who confirms that their telework site is adequately equipped from a health and safety perspective. The employee is further aware that they must notify the Employer immediately of any changes to the telework site that could result in the expectations not being met.

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Supervisor Signature

Supervisor Printed Name

Date

Original - Employee Personnel File

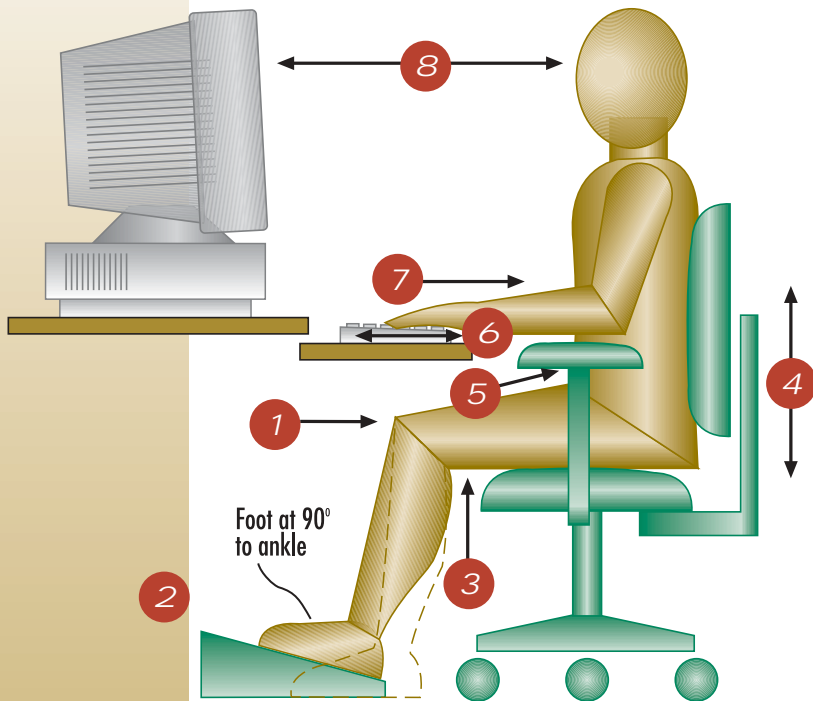
Copy – Employee

Copy – Supervisor

# ADJUSTING AND ADAPTING YOUR COMPUTER WORKSTATION

# CHECKLIST

## A COMFORTABLE POSTURE...



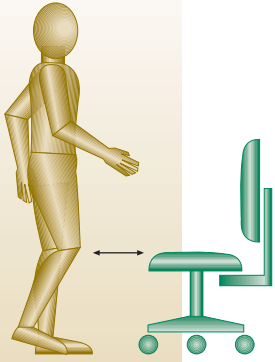
## EVERYTHING WITHIN REACH...

- Place the mouse next to the keyboard and at the same height. (See over, Note 7)
- Document(s) should be on a document-holder that is placed either between the keyboard and the screen or next to and at approximately the same height as the monitor screen.
- A task light improves lighting on the document(s) you are reading. (See over, Note 8)

*A properly adjusted workstation allows you to adopt a natural and comfortable posture. To benefit from these adjustments, your work should be properly organized. (See over, Note 9)*

- 1 YOUR THIGHS SHOULD BE PARALLEL TO THE FLOOR
  - Adjust the height and/or angle of the chair seat.
- 2 YOUR FEET SHOULD LAY FLAT ON THE FLOOR OR ON A FOOTREST
  - Adjust the height of the chair seat. (See over, Note 1)
- 3 BACK OF THE KNEES SHOULD BE CLEAR OF THE FRONT EDGE OF THE SEAT
  - Adjust the depth of the chair seat so that you can easily place your fist behind your knee.
  - Be sure to specify the appropriate seat depth length when ordering a new chair.
- 4 YOUR BACK: LOWER AND MID-BACK SHOULD BE WELL SUPPORTED
  - Adjust the height, tension, and angle of the backrest, to ensure the lumbar support is positioned at your waist.
- 5 YOUR FOREARMS SHOULD BE SUPPORTED AND YOUR SHOULDERS RELAXED AT ALL TIMES
  - The height of and distance between your armrests should allow freedom of movement for your forearms when performing tasks, yet provide support for them during rest periods or when using your mouse.
  - Avoid hunching your shoulders and ensure that the elbows/upper arms remain close to your torso. (If armrests do not adjust, see over, Note 2)
- 6 YOUR ELBOWS SHOULD BE AT APPROXIMATELY THE SAME HEIGHT AS THE KEYBOARD
  - Adjust the height of your keyboard tray or work surface so the keyboard is at the height of your elbows. (If this is not possible, see over, Notes 3 and 4)
- 7 YOUR WRISTS SHOULD BE STRAIGHT AT ALL TIMES AND YOUR HANDS IN LINE WITH YOUR FOREARMS
  - Adjust the angle and height of the keyboard tray or work surface to ensure straight wrists.
  - If your keyboard tray or work surface is not adjustable, adjust your seat to ensure straight wrists. You will need to use a footrest if you have raised the seat and your feet are not flat and well supported on the floor. (See over, Notes 4 and 5)
- 8 THE MONITOR SHOULD BE AT A COMFORTABLE READING DISTANCE AND HEIGHT
  - The viewing distance should be within 16" to 29" (40cm-74cm). About one arm's length.
  - The monitor height should allow the neck to be in a neutral position when looking at the top row of text on the screen. (See over, Note 6)

### YOUR COMPUTER WORKSTATION



#### NOTE 1 ADJUSTING THE HEIGHT OF YOUR CHAIR SEAT

- Adjust the height of your chair seat so that it is below or at knee height.

#### NOTE 2 ARMRESTS

- Your forearms can be supported by armrests. If your armrests are not adjustable, replace with adjustable armrests if possible.

#### NOTE 3 WORK SURFACE

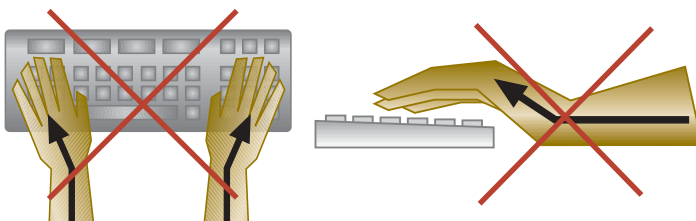
- If your work surface is not adjustable, adjust the height of your chair seat so that your elbows are at the same height as the keyboard.
- The height of the chair should be adjusted considering the height of the work surface and the work being done.

#### NOTE 4 FOOTREST

- A footrest may be necessary when the chair is raised for a worker to reach a work surface and when feet are unsupported.
- If a worker moves his or her chair frequently between different work surfaces, more than one footrest may be required.

#### NOTE 5 HAND POSITION

- The purpose of a hand/wrist support is to prevent your wrists from resting on hard surfaces during rest periods between keyboard tasks.
- Good habits include avoiding extreme wrist postures, such as those illustrated below.

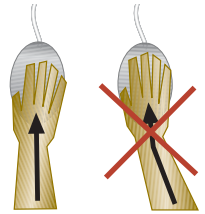


#### NOTE 6 POSITION OF COMPUTER MONITOR

- If you wear bifocals and view the screen with the lower portion of the lenses, it may help to position the monitor lower or tilt it back slightly. (Watch out for glare!)

#### NOTE 7 SIZE AND POSITION OF THE MOUSE

- Your mouse should be the proper size to fit your hand and be positioned directly beside your keyboard.
- If you have a keyboard tray that is not wide enough to accommodate the mouse, consider the use of adjustable shelves that may be attached to the work surface or those that may extend the keyboard tray.
- Another option is to eliminate your keyboard tray by placing your keyboard and mouse on the work surface. Note that if you choose this option, remember to apply the necessary adjustments to the chair and monitor height as required.
- Ensure your arms are close to your body while using the mouse.



#### NOTE 8 LIGHTING AND GLARE

To avoid glare and increase monitor screen visibility, you can:

- Reduce, eliminate or diffuse any overhead lighting that is reflected on your screen;
- Position your monitor so that your line of vision is parallel to the window;
- Ensure that the monitor screen has a light background colour and dark characters;
- An antiglare screen should be avoided unless other measures are not applicable.

Please note: glare control measures should ensure that a comfortable posture can be maintained.

#### NOTE 9 WORK ORGANIZATION

Even the most comfortable posture should be changed periodically.

- Tilt your chair seat and backrest to vary posture;
- Take short breaks frequently to avoid prolonged static postures;
- Alternate work at the computer with non-computer tasks;
- Adopt a work pace that is regular and reasonable for you;
- Periodically look away from the screen to a farther distance;
- Stretch regularly and perform relaxation exercises;
- Swivel your chair to face your next task instead of twisting your body.