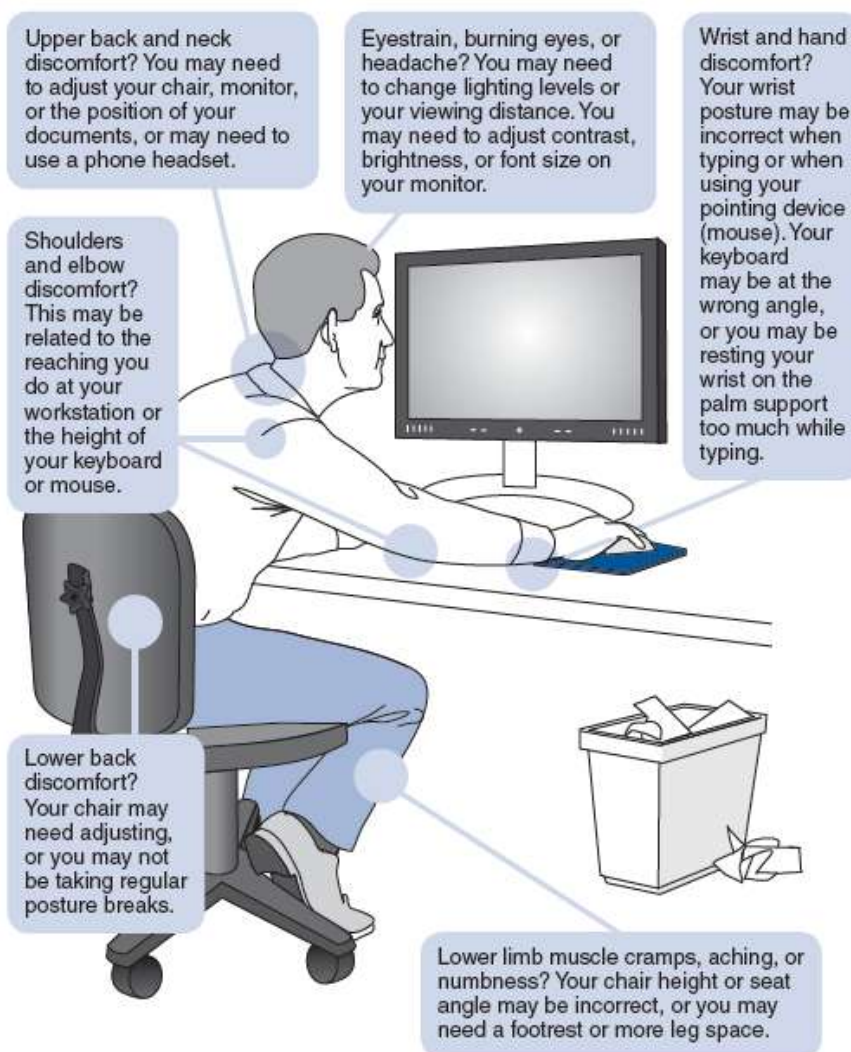


Due to the new reality for many workers required to work from home due to CoVid-19, we are offering this quick and easy risk assessment to assist employers and workers to set-up their workstations at home. Most employers will not be geared up to provide materials to all employees who may need to WFH. Many employees will not have a dedicated workspace at home and may find themselves working in unusual situations or on the kitchen table! There are many things you can do to prevent soft-tissue injury and discomfort right away.

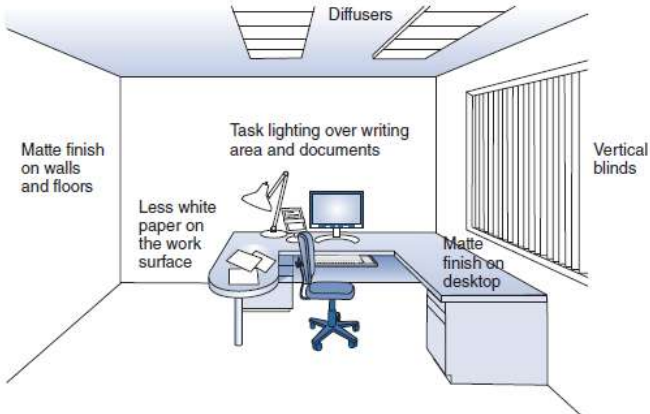
If you or your family members are experiencing any of the following aches and pains, it could be due to your new work location set-up.



Courtesy of WorkSafeBC – [How to Mark Your Workstation Fit You Booklet](#).

Critical components of setting up a decent workspace while at home include:

- Build in **arm support**. This is a must to keep away headaches, shoulder and neck pain.
- If your chair doesn't have great arm support, allow your arms to rest on desk/ tabletop and push the computer further away from you.
- Ensure your feet can be supported flat on the floor or footrest (i.e. block of wood, step stool or a stack of paper duct taped together!!). [low back pain]
- Keep your mouse and keyboard together as much as possible and at the same height.
- Keeping frequently used items within 15" reach from your body.
- Ensuring adequate lighting on tasks (especially paperwork that needs to be read).

Risk	Yes/No	Action Required
<b>Desk Area</b>		
Do you have adequate space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are there trailing electrical cables around your working area that need to be tied up?		
Is your working area warm, well-lit and well-ventilated?		
Do you need a desk lamp to improve lighting? Pay special attention to ensuring your paperwork is well lit (anything that needs to be read)		
Is your working area clutter free so that you can focus easily on the task?		
<b>Display Screens Set-Up – See Checklist 1</b>		
Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor? [See Diagram 1]		
Do you have enough surface space on your desk to work comfortably?		
Are your keyboard and mouse kept together and within easy reach, without having to stretch?		
Is your display screen positioned so there is no glare from a window or light?		<p>If glare is present, rearrange your workspace to allow the computer monitor to be perpendicular to the surface of the window.</p> 

Risk	Yes/No	Action Required
<b>Fire and Electrical Safety</b>		
Does any electrical equipment spark or show signs of burns and so needs removing from use?		
Do any wires look damaged or frayed? If so, remove from use and replace.		
Do you switch off equipment when not in use?		
Do you have emergency arrangements in place in case of fire?		
<b>Stress and Welfare</b>		
Do you communicate with colleagues regularly to keep in touch? Try Office Teams or Zoom to video conference.		
Do you take regular breaks away from your workstation?		
Stiff or sore muscles from not moving? Stretch!		
<b>See Checklist 2</b>		
<b>Slips, Trip and Falls</b>		
Are floor coverings, such as carpets and rugs, secure?		
Are stairways and corridors clear of trip hazards?		
Is the floor area around your desk clear of boxes, papers and wires?		
<b>Lone Working</b>		
Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?		
Is your home kept secure whilst you're working there?		
Are important files and laptops kept locked away securely when not in use?		

## Checklist 1 – Computer Workstation “Quick List”

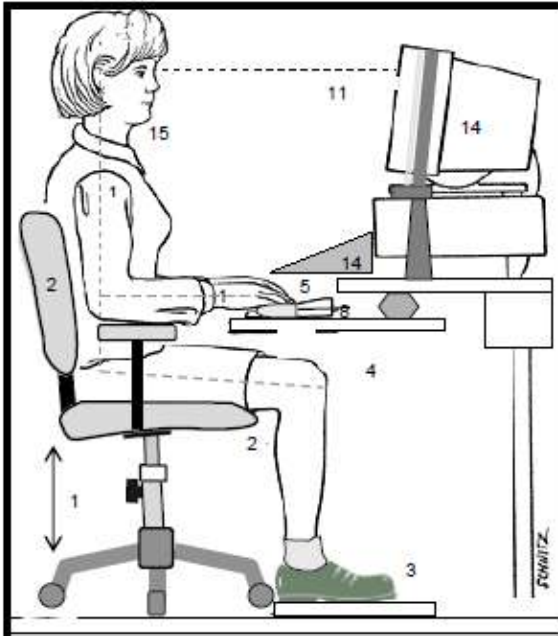

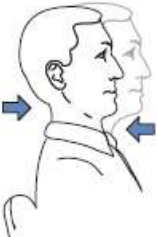






Diagram Step	Directions	Notes
<b>Set up your paperwork &amp; computer on the workstation or table</b>		
<input type="checkbox"/>	-	Clear away clutter from workspace
<input type="checkbox"/>	-	Connect external monitor, keyboard and mouse (if you have one)
<b>Adjusting the chair to computer</b>		
<input type="checkbox"/>	1 thru 5	Adjust your chair as best as possible <ul style="list-style-type: none"> <li>Shoulders should be relaxed with elbows by your sides.</li> <li>The height of the chair should allow your hands to rest easily on “home row” of your keyboard and hip angle to be just over 90°</li> <li>Feet flat on floor (or on wood block or packages of paper)</li> </ul>
<input type="checkbox"/>	-	Build in arm support to your workstation. Either position the computer and keyboard further back on your desk/ table and use the table as arm support or position chair arms high enough to support your arms while sitting with elbows by your side.
<input type="checkbox"/>	5	Position your keyboard and mouse to be together and at the same height. <ul style="list-style-type: none"> <li>Use a mouse pad if the cursor doesn’t roll smoothly on the surface.</li> </ul>
<input type="checkbox"/>	11	Raise or lower the monitor to allow the top of the monitor to be at your eye height.
<input type="checkbox"/>	11	Position the monitor roughly arm’s length away from the body.
<input type="checkbox"/>	-	Position documents in well lit area (task lamp) and directly beside or in front of where you are sitting.
<b>Give Yourself a Break!</b>		
<input type="checkbox"/>	-	Practice the 20-20-20 rule. After 20 minutes of computer work, look 20 feet away for 20 seconds.
<input type="checkbox"/>	-	Adjust your posture & vary your work activities throughout the day to use other muscles.

## Checklist 2 - A few stretches to try at your new work location

Body part	Exercise or stretch
<p><b>Eyes</b></p> 	<ul style="list-style-type: none"> <li>• Close your eyes, cup your hands, and place them lightly over your closed eyes. Rest your elbows on your desk and breathe deeply for one minute.</li> <li>• Look away from your computer screen and focus on a distant object.</li> <li>• Look up, down, and side to side without moving your head.</li> </ul>
<p><b>Neck</b></p> 	<ul style="list-style-type: none"> <li>• Glide your head back as far as it will go, keeping your head and ears level. Then, glide your head forward. Repeat three times.</li> <li>• Shrug your shoulders, raising them for a count of three, and then lower them. Rotate your shoulders backwards, arms relaxed at your sides. Repeat three times.</li> </ul>
<p><b>Shoulders</b></p> 	<ul style="list-style-type: none"> <li>• Squeeze your shoulder blades together with your elbows lifted away from your body. Imagine you have a pencil between your shoulder blades and you are trying to trap it and then release it.</li> </ul>
<p><b>Back</b></p> 	<ul style="list-style-type: none"> <li>• Hold your arms straight in front of you, and stretch them forward. Raise your arms above your shoulders, and stretch them upward.</li> <li>• Sit relaxed, feet flat on the floor. Imagine a cable attached to the top of your head pulling you up. Hold for a count of three, and then relax. Repeat three times.</li> </ul>
<p><b>Wrists and hands</b></p> 	<ul style="list-style-type: none"> <li>• Clench your fists, then release them, spreading out your fingers. Hold each position for a count of three.</li> <li>• In a sitting or standing posture, drop your arms to your side. Gently shake out your arms and hands.</li> </ul>
<p><b>Lower limbs</b></p> 	<ul style="list-style-type: none"> <li>• Lift your lower leg from a seated posture, leaving your knee bent slightly. Rotate your ankle slowly. Point your toes and then pull them toward your shin.</li> <li>• Stand up and take a short walk.</li> </ul>