

# Working from Home Checklist

Please use the following prompts to identify hazards in your home workplace. Please select 'Yes' or 'No' to answer each of the following questions. For any questions where you have selected 'No', please provide details of a corrective plan on the final page of this checklist.

Please email this completed form and photos of your working from home set up to [safety@hudson.com](mailto:safety@hudson.com)

## Worker Details

Full Name of Worker

Date of Inspection

Address of Site Being Inspected

## General

Are floors, walkways, and stairs free of obstructions?

Is there adequate space to perform the required tasks?

## Environmental

Is the lighting adequate?

*Consider whether the lighting may be too dim or too bright*

Are the temperature conditions comfortable?

*Consider whether it is too hot or too cold*

Is there adequate ventilation and airflow?

*Is there air-conditioning, windows that can be opened, etc.*

## First Aid

Do you have a first aid kit available?

Is the first aid kit easily located?

Is there a fire extinguisher available?

*No corrective plan is required if you answer 'No' to this question.*

## Electrical

Is electrical equipment in good condition?

*Consider whether any plugs, sockets, or switches are broken*

Are electrical leads positioned so there are no trip hazards?

*Consider securing electrical leads under your desk*

Are power outlets, double adaptors, and power boards being used safely?

*Consider whether there are multiple double adaptors, or power boards feeding into other power boards*

## Ergonomics

Is your desk large enough for the completion of required tasks?

*Ensure there is sufficient space for computer, mouse, keyboard, and other equipment*

Is your chair suitable?

*Height adjustable, adjustable back rest, back rest is supportive of lower back, feet are flat on the floor when using chair, elbows are at 90 degrees when working at desk, no obstacles under desk that prevent working comfortably*

Is your equipment set up appropriately?

*Screen is an arm's length from where you are sitting, the top of the screen is at eye level or slightly lower, there is no glare on the screen from windows, hands and wrists are straight when typing.*

If a laptop is being used, do you have a laptop stand, external mouse, and external keyboard?

## Corrective Plan

If you have answered 'No' to any of the questions above, please provide details of how this will be corrected:

*If your working from home setup changes, you must complete a new form and send photos to [safety@hudson.com](mailto:safety@hudson.com)*

Employee signature

### **Office Use Only**

Images of WFH Setup Sighted?

Approver Signature

Approved by

Date