

CHECKLIST | PROPER ERGONOMICS WHILE WORKING FROM HOME

Presented by RS Risk Solutions Ltd

Working remotely is a rising trend, but there are many factors that must be considered for home or other remote work environments. At a traditional workplace, employees are provided with equipment and furniture—such as desks and chairs—that are arranged properly. However, many employees will not have access to the same type of professional equipment at home. Despite potential limitations, it is important that employees use workstations that provide adequate ergonomics. This checklist provides steps that organisations should take in order to minimise issues related to ergonomics for remote employees.

Proper Equipment Risk Assessment

Either send a qualified person to conduct a risk assessment of employees' remote workstations, or provide employees with a proper checklist so that they can perform their own risk assessments.	☐
Check that all equipment being issued to employees for remote work is in good, working condition.	☐
Ensure that risk assessment results are documented and stored properly.	☐
Implement policies for when risk assessments will be revisited, such as after a change in an individual's capabilities or in the amount of time expected to be spent using equipment.	☐

Display Screen and Other Computer Equipment

Provide employees with display screen equipment that has clean, clear screens that do not flicker.	☐
Confirm that text on the screen is clear and readable.	☐
Provide employees with the necessary supplies to keep screens and other equipment clean.	☐
Review the screen's size and specifications to ensure that it is suitable for an employee's tasks.	☐
Check whether the screen can swivel or tilt.	☐
Ensure that the brightness and contrast of the screen can be adjusted.	☐
Provide employees with a separate mouse and keyboard.	☐
Review that keyboards and mice are of optimal design for employees to use for extended periods of time.	☐
Ensure that employees are aware of the proper screen distance from their seated position: approximately an arm's length.	☐
Ensure that employees are aware of proper screen height. The top of the screen should be at approximate eye level.	☐

This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2020 Zywave, Inc. All rights reserved.

Furniture

Advise employees to create a primary physical workstation.	☐
Advise employees about the importance of using a chair that allows them to sit and work comfortably for extended periods of time.	☐
Educate employees regarding the importance of using suitable work surfaces, such as desks or tables, that allow for optimal posture.	☐
Provide employees with creative suggestions for adjusting their workstation furniture, such as by using boxes or cushions to boost their seat or provide a platform for their equipment.	☐

Posture

Educate employees on proper working posture.	☐
Advise employees about how the recommended positioning of their arms and legs while sitting helps achieve proper posture.	☐
Remind employees not to place equipment too far away from themselves, and to avoid perching on the front edge of their seats, as this leads to slouching.	☐
Have employees consider changes to their workstations regularly to ensure that they remain suitable.	☐
Provide employees with <u>guidance</u> for recognising whether they may have posture issues and how they may be able to correct them.	☐

Scheduled Breaks

Ensure that employees are aware of the importance of taking regular breaks.	☐
Monitor employee schedules to avoid tasks or meetings that will require them to be sitting in one place or staring at a screen for more than one hour.	☐
Consider introducing alternative tasks that can be performed through means other than the use of display screen equipment.	☐
Advise employees to take breaks before they start to get tired and to physically get up and move around during breaks.	☐
Consider allowing employees freedom and flexibility when it comes to taking breaks, how they accomplish certain tasks, and the overall pace and flow of their workday.	☐

Training and Other Information	
Advise employees to report any health issues related to posture immediately.	☐
Provide ample education for employees regarding the proper arrangement of their remote workstation and the optimal use of chairs and work surfaces.	☐
Implement schedules for follow-up training, and remind employees to regularly reconsider whether their workstation is still optimal to meet their needs.	☐

Use this checklist as a guide for making sure that your remote employees are able to be as comfortable, safe and productive as possible. For more information, contact us today.