**Virtual Monthly Workplace Inspection Checklist**

Record any substandard conditions on the Monthly Workplace Inspection Report Form (any item marked with an x). Send completed inspections and reports to the Safety Representative. The Safety Representative will then share with Ownership/Management for review.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Item for Inspection** | **Good** | **Poor** | **N/A** | **Comments/Description of Hazard** |
| Is your area well-lit? |  |  |  |  |
| Are all lights in good condition? (no fraying cords, all lights have covers) |  |  |  |  |
| Are garbage and recycling containers emptied regularly? |  |  |  |  |
| Is office area free from all forms of slip, trips and fall hazards? (ie. extension cords) |  |  |  |  |
| Are bookshelves and filing cabinets securely fastened to prevent tipping? |  |  |  |  |
| Are the contents on bookshelves and filing cabinets stored in an orderly fashion and not over packed? |  |  |  |  |
| Are heavier items stored on bottom shelves and filing drawers? |  |  |  |  |
| Are photocopiers, fax machines, computers all in good working condition? |  |  |  |  |
| Is there adequate ventilation in the office area for equipment to ‘breathe’? |  |  |  |  |
| Is there adequate room under your desk to fully extend the legs? |  |  |  |  |
| Are all electrical cords in good condition? (no fraying etc.) |  |  |  |  |
| Do you have first aid supplies, such as band-aids in case of injury? |  |  |  |  |
| Office chair is in good condition? |  |  |  |  |
| Are smoke detectors and carbon monoxide detectors working properly? Test monthly. |  |  |  |  |
| Is your workstation properly set-up for ergonomic design? *If no, refer to last page of this document.* |  |  |  |  |

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| **Internal** | **Good** | **Poor** | **N/A** | **Comments/Description of Answer** |
| If you hurt yourself within your home office, and it wasin the course of employment, do you know who toreport to? |  |  |  |  |
| If you had to evacuate your house for an emergency,do you have a procedure in place? Where to gooutside? Who to call? |  |  |  |  |
| If you had to shelter-in-place because of an emergency,(i.e. tornado) do you have a procedure in place?Where do you go? |  |  |  |  |

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| **Office Workstation Set Up****Chair****Height**1. When standing and facing your chair, the height of the seat pan should be at, or roughly at, your knee caps. (Note: this may need to change based off your height and the height of the desk but start with this height).
2. When seated, your feet should be resting flat on the floor. If not, a foot rest may be needed.

**Seat**1. When seated, if any pressure is felt on the back of the knees, the seat pan may need to be adjusted. Tilt the pan forwards or backwards, or slide the pan forwards or backwards as needed.”

**Back Support**1. The lumbar support (curve of the back rest) needs to rest comfortably in the natural curve of your own back. Stand up, place your hands in the ‘small’ of your back (where your lower back naturally curves inwards) this is where the lumbar support of the chair should be resting. Move the back rest up or down accordingly.
2. If possible, tilt the back rest forward or back as needed. Keep the angle between 90 and 110 degrees.

**Arm Rests**1. If you have armrests, ensure they are adjusted to a height that allows for the elbows to be bent at 90 degrees, and shoulders are not raised up.
2. Arm rests should also not prevent you from getting close enough to your workstation.
3. **DO NOT LEAN** on the arm rests, they are only meant to support the arms and shoulders. Leaning on the arm rests will place extra strain on your back, shoulders and neck and increase your risk of injury.

**Keyboard**1. The keyboard should be at a height and distance that allows for the elbows to be bent at 90 degrees and tucked in the sides of the body. Arms should not be outstretched, and forearms should not be titled up or down but level with the keyboard.
2. The wrists should be level with the keyboard, meaning not tilted upwards, or downwards but level.
3. Wrist/palm pads should be available for when you are not using the keyboard. **DO NOT** constantly have your wrists or palms on this pad. They should only be used when not typing and resting the hands as it provides comfort from hard surfaces. Your wrists shouldn’t be touching anything while typing (imagine you are typing on a typewriter).

**Mouse**1. The mouse should be right next to the keyboard, allowing the elbows to be at 90 degrees, tucked into the sides and shoulders relaxed
2. Same as the keyboard, if wrist/palm pads are available only use them when resting the hand, do not rest the wrist/palm on the pad while using the mouse. Keep the wrist in a neutral, straight position.
3. Switching hands to use the mouse helps from overusing the dominant hand. Also try using keyboard shortcuts (i.e. CTRL C to copy versus using the mouse all the time)

**Monitor****Distance**1. Your monitor(s) should be just over arms length away (between 60-90cm). It is better to have the monitor far away and increase the size of your font then to pull it closer.

**Height & Position**1. The top of the monitor screen should be at eye level or just below. The natural gaze falls 10-15 degrees below
2. this which then places your gaze right in the middle of your monitor. Either raise your monitors up, down or so you
3. can also raise the height of your chair. If your feet come off the ground, ensure they are supported by a foot rest
4. and this doesn’t impede any other ergonomic principals.

**Brightness/Contrast/Font**1. Remember the brightness, contrast and font on your monitor can be adjusted. If you are squinting to see your
2. monitor try increasing the brightness, contrast and the size of your font. While in a document if you hold the CTRL
3. button while scrolling on your mouse it will zoom in or out of the document.
4. If the brightness is too high, turn it down to a comfortable level as to reduce strain on the eyes.

**Lighting**1. Ensure adequate lighting to see your surrounding documents. If a lamp is needed it should be on the opposite side of your dominant hand to help reduce shadows.

**Phone**1. If available, headsets should be used to avoid straining the neck to cradle the phone between the ear and shoulder.
2. Ensure the location of the phone is within arm’s reach, and for the most part in front of you. If you have to consistently turn or twist your body to dial out this increases your risk of injury. Consider positioning the phone infront of you.
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**Other**

1. How frequent do you stand up to move and stretch? Every hour you need to take a quick break to stand up and

move! Our bodies weren’t made to sit or stand for 8 hours but instead made to move. Below are stretches you

can do at your workstation. You can even set a calendar reminder every hour to get up and move.

1. With your stretch breaks don’t forget to take your ‘eye’ breaks. Follow the 20 for 20 for 20 rule; every 20 minutes,

look away from your monitor, focus on something 20 feet away for 20 seconds. This helps to reduce the strain on

your eyes as it utilizes the other muscles surrounding your eye.

1. Remember to get active outside of work. While it is nice to go home and relax watch your favorite show or movie

think about how long you are sitting at home as well. During each commercial get up and move, stretch it out.

1. Lead a healthy lifestyle that includes proper diet, exercise and sleep. This helps to keep the muscles strong,

flexible and reduces your chances of injury.

