



Remote Worksite Safety Checklist

The remote work location/office should provide an equivalent level of health, safety, and security that an employee would receive at an APSEA designated work location. Employees working in a remote work location should assess their individual work area for existing or potential problems.

This assessment checklist includes:

- **Emergency Procedures**
- **Electrical Safety**
- **Office Ergonomics**
- **Work Environment**

The following checklist is recommended for use by each employee in organizing a remote work office space to ensure the worksite is as safe as possible.

If you have other health and safety concerns, or require help using this checklist, please contact your immediate supervisor.

Emergency Procedures

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|----|---|------------|-----------|
| 1. | I know the APSEA emergency contact numbers when I am in my remote work location. | Yes | No |
| 2. | Emergency phone numbers (hospital, fire department, police department) are posted at my remote work location. | Yes | No |
| 3. | I have an emergency evacuation route in place. | Yes | No |
| 4. | A regular check-in schedule has been established with my supervisor/manager. | Yes | No |
| 5. | I have provided my supervisor/manager with emergency contact information. | Yes | No |
| 6. | Basic first aid supplies are readily available. | Yes | No |
| 7. | There is a smoke detector located in my remote work location area that is fully functioning. | Yes | No |

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|-----|---|------------|-----------|
| 8. | (If I have fuel burning appliances) There is a carbon monoxide detector located in my remote work location that is fully functioning. | N/A | |
| | | Yes | No |
| 9. | There is a fire extinguisher located in my remote work location area that is functioning. | Yes | No |
| 10. | I am aware that all incidents must be immediately reported to my supervisor/manager and an Accident-Incident-Near Miss Report (available on the APSEA Website – Staff Portal) must be completed. | Yes | No |

Electrical Safety

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|----|--|------------|-----------|
| 1. | I have adequate surge protection in place with all electrical equipment. | Yes | No |
| 2. | Outlets are not overloaded. | Yes | No |
| 3. | Power bars are used in place of extension cords where possible. If extension cords are used, they are CSA approved and grounded by three prongs. | Yes | No |
| 4. | All electrical cords are in good condition and working properly. | Yes | No |
| 5. | All electrical cords are neatly secured, out of the way, and anchored when possible. | Yes | No |
| 6. | There is sufficient ventilation room available around all electrical equipment. | Yes | No |
| 7. | Any electrical panels in the remote work location are properly covered and easily accessible. | Yes | No |
| 8. | Any electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates. | Yes | No |

Office Ergonomics

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|--|------------|-----------|
| 1. Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body. | Yes | No |
| 2. I make efforts to work in a neutral and supportive position with proper posture. | Yes | No |
| 3. I take frequent mini breaks at my desk and regular work breaks away from my desk. | Yes | No |
| 4. I stretch throughout the day. | Yes | No |
| 5. I am aware that it is my responsibility to be aware of recommended office ergonomics, and to direct any questions or concerns to my immediate supervisor/manager. | Yes | No |
| 6. There is sufficient lighting in my workspace. | Yes | No |
| 7. Supplies are stored in a manner that does not require awkward body positioning or lifting. | Yes | No |

Work Environment

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|---|------------|-----------|
| 1. The remote work location has a clearly defined workspace that is kept clean and orderly. | Yes | No |
| 2. Supplies and equipment (both departmental and employee-owned) are in good condition. | Yes | No |
| 3. All lighting is working properly and is sufficient for my needs. | Yes | No |
| 4. The area is well ventilated and heated. | Yes | No |
| 5. Exits are free of obstructions. | Yes | No |
| 6. Storage is organized to minimize risks of fire. | Yes | No |

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|----|---|-----|----|
| 7. | Heavy items are securely placed on sturdy stands close to walls. | Yes | No |
| 8. | Computer components are kept out of direct sunlight and away from heaters. | Yes | No |
| 9. | Computer components are kept off the floor and protected from water infiltration. | Yes | No |

Employee Signature

Date

Note: Signed checklist to be submitted to your supervisor/manager with the remote work agreement.

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