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Opening Minds

Health and Safety Information Guide and Checklist

Temporary Work from Home During Pandemic Response

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Temporary Work from Home During Pandemic Response

During the response to a pandemic, many organizations have implemented work from home arrangements. These arrangements generally do not come under the usual work at home or flexible workplace arrangement policies. The arrangements are in response to the need to support employees in protecting themselves and others from infection. As employees are working from home, they are also managing other aspects of the overall pandemic response, such as self-isolation, quarantine if needed, caring for others in the household, homeschooling children, sharing internet and working space with others in the home, connecting with others virtually, grocery and supply runs, etc.

It is important to support the physical and psychological health and safety of employees in their efforts to work from home.

This health and safety checklist can be used to gather feedback from employees to help to meet their needs. It is based on the key applicable workplace factors outlined in the National Standard of Canada on Psychological Health and Safety in the Workplace and occupational health and safety management principles.

Health and safety of workers who work from home is a dual responsibility of the employer and the employee.

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How to Use this resource

Provide a copy of the checklist to employees who are working from home as a result of the pandemic response. The checklist can be distributed to employees from their supervisor or the Joint Health and Safety Committee (JHSC). Request that employees review the document and provide their responses to the recommendations. The checklist is intended to be completed on a voluntary basis. The employee may elect to fill out the form entirely, a portion of the form or not complete it at all. This will safeguard the employee's privacy and mitigate any stress that completing the form may bring under already trying circumstances, all while doing due diligence to providing employees with information and resources. Employees should then return the document to their supervisor and include a copy to the JHSC.

Employees may be requested to submit photos or have video conference call to provide further detail and information to aid in understanding and determining the supports needed. Employees can refuse sharing photos or videos of their work from home space with no impact to receiving support needed. The information gathered will only be shared with those who are responsible for providing support and may include supervisors, JHSC, HR and facilities.

The supervisor will contact the employee to discuss any follow up and arrangements needed.

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Thank you for taking the time to review the information in this checklist. In support of and respect for your privacy in completing this voluntary checklist we encourage you to participate in this process at your comfort level, deciding on the level at which you feel comfortable participating.

Once the checklist has been completed kindly send it to your supervisor and the Joint Health and Safety Committee (JHSC). If further information is required, you may receive a request for photos of your workstation or specific parts of your workstation to aid in the understanding and determining of supports needed. Any submission of photos or supplementary documents may be viewed by your supervisor, the JHSC, Facilities and Human Resources. The completed checklist, along with any supporting documentation, like pictures, will be kept on file. If you have any questions, please direct them to your supervisor.

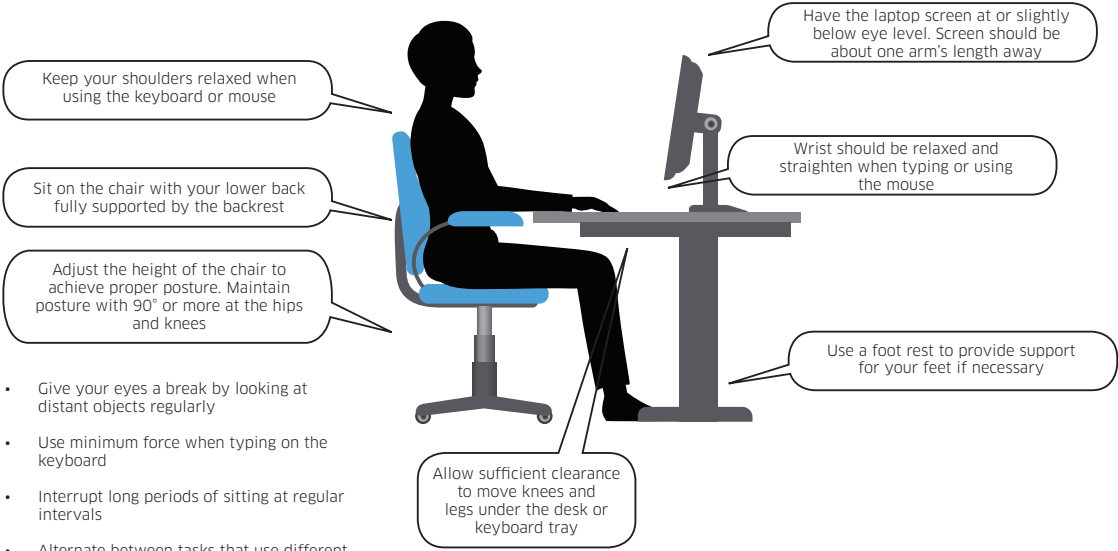
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Employee Name:

Supervisor Name:

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Tips for Office Ergonomics



- Give your eyes a break by looking at distant objects regularly
- Use minimum force when typing on the keyboard
- Interrupt long periods of sitting at regular intervals
- Alternate between tasks that use different muscle groups
- Perform stretching exercises regularly

Singapore General Hospital, Occupational Therapy Department

Ergonomcis	Guide	Y/N	Comments
If you have access to a desk, does your workstation set up align with the tips in the photo above?	See photo above		

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Ergonomics	Guide	Y/N	Comments
<p>If you do not have access to a desk, are you able to work in a way that reduces strain of your muscles and joints?</p>	<p>Tips to reduce strain on muscles and joints:</p> <ul style="list-style-type: none"> • Stretch, stand and take frequent breaks • Practice good posture • Walk around • Limit phone use; neck strain <p>Refer to Temporary Work at Home Ergonomics Guideline</p>		
<p>Do you access an adjustable chair that is in good working condition?</p>	<p>Link: How to Adjust Office Chairs</p>		
<p>Is your computer screen free from glare?</p>	<p>Tips to reduce screen glare:</p> <ul style="list-style-type: none"> • Relocate your monitor if possible • Adjust the brightness and contrast on the computer screen • Dim the lights • Adjust window coverings 		
<p>Are the current noise levels surrounding your workstation, ambient and environmental, manageable?</p>			

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Electrical Safety	Guide	Y/N	Comments
Is there surge protection for electrical equipment?	Link: Surge Protector and Power Strip Safety		
Are outlets grounded and not overloaded?	See link above		
Are cords and cables secured or blocked from causing a tripping hazard?	Link: Use Household Chemicals Safely		
Is equipment turned off when not in use?			
Does equipment have adequate airflow?	Tips to ensure airflow: <ul style="list-style-type: none"> • Fans are not blocked or under blanket/towels • Devices are not left near sources of heat 		

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Emergency Preparedness and Response	Guide	Y/N	Comments
Are you familiar with procedures that you are to follow if you or someone in your home are having symptoms of Covid-19 infection?	Link: What to Do if You are Sick		
Do you have a home fire safety and evacuation plan?	Link: Ontario Association of Fire Chiefs Home Escape Plan		
Do you have emergency numbers readily available (e.g. fire, ambulance, police, poison control)?	Link: Emergency Numbers Ottawa		
Are smoke detectors located on every floor in good working condition?			
Do you have a carbon monoxide detector in good working condition?			
If working from home alone, do you have a systematic check in procedure in place?	Link: Working Alone		
Do you have a first aid kit?			

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Chemical and Biological Safety	Guide	Y/N	Comments
Are you familiar with safe procedures on how to use face masks and respirators in the chance they are utilized?	Link: Face Masks Link: Respirators		
Are you familiar with safe procedures for removal and disposal and protective gloves to prevent contamination of skin after use?	Link: Glove Removal Procedure		
Are you familiar with the safe use and storage of your household chemicals?	Link: Use Household Chemicals Safely		

Policies	Guide	Y/N	Comments
Are you familiar with and able to access the Harassment, Discrimination and Workplace Violence policies?			
Are you familiar with the incident/accident reporting process?			

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Thank you for
your participation