Working at Home

Inspection Checklist

The workplace must be used and maintained to protect from danger any person working at the workplace. Use this document as a guide to identify and potential hazards while working at home.

Complete the working at home inspection along with the COVID-19 Working at Home Arrangement document and email a copy to your manager and Labour Relations Department .

If any items are noted as unsatisfactory please contact your manager/supervisor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Satisfactory | Unsatisfactory | NA | Comments |
| **Floors:** |  |  |  |  |
| Is there loose material, debris, worn carpeting? |  |  |  |  |
| Are the floors slippery, oily or wet? |  |  |  |  |
|  |  |  |  |  |
| **Stairways and Aisles:** |  |  |  |  |
| Are they clear and unblocked? |  |  |  |  |
| Are stairways well lighted? |  |  |  |  |
| Are the aisles marked and visible? |  |  |  |  |
|  |  |  |  |  |
| **General Work Area:** |  |  |  |  |
| Worn or broken chairs? |  |  |  |  |
| Sharp edges on desks and cabinets? |  |  |  |  |
| Desk organized, floor clear under desk? |  |  |  |  |
| Cables stowed neatly? |  |  |  |  |
| Electrical cords not frayed? |  |  |  |  |
| Personal electronic appliances approved? |  |  |  |  |
| Sufficient illumination and task lighting? |  |  |  |  |
|  |  |  |  |  |
| **Workstation:** |  |  |  |  |
| Adequate task and general lighting? |  |  |  |  |
| Work station setup according to guiding documents? |  |  |  |  |
| Chair adjusted correctly and feet supported? |  |  |  |  |
|  |  |  |  |  |
| **Material Storage:** |  |  |  |  |
| Cabinets and shelves closed, tidy, top clear? |  |  |  |  |
| Cabinets and shelves secured? |  |  |  |  |
| Are materials neatly and safety piled? |  |  |  |  |
| Large, heavy objects stored on lower shelves? |  |  |  |  |
| **Item** | **Satisfactory** | **Unsatisfactory** | **NA** | **Comments** |
| **Evacuation Routes, Emergency Equipment:** |  |  |  |  |
| Routes unobstructed and clear? |  |  |  |  |
| Are fire extinguishers tested annually? |  |  |  |  |
| Are exit signs lighted? |  |  |  |  |
|  |  |  |  |  |
| **Dangerous Substances:** |  |  |  |  |
| Are there any hazardous products (WHMIS)? |  |  |  |  |
| If yes, are the products properly labelled? |  |  |  |  |
| If yes, is there a Safety Data Sheet? |  |  |  |  |
|  |  |  |  |  |
| **Additional Areas/Comments:** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |