

Working from Home Safety Guidelines

Students must review these safety guidelines prior to beginning a remote experiential learning placement. If you have concerns about the safety of your worksite, please note them at the end of this checklist in the comments section and return to your placement coordinator.

Ergonomic Safety

Your desk, chair and other accessories are of a comparable (equal) quality to that in a professional office. For example: the desk should be appropriate height and sturdy enough to handle the weight of any peripheral equipment that you may place on it (e.g., computers, printers, fax machines, scanners, etc.).

Your workstation is adjusted properly: the keyboard is at the right height (wrists are in a neutral position). The kitchen table is not an ideal work surface as the table is too high and doesn't allow for proper positioning of the wrists in relation to the keyboard.

Lighting is properly arranged: there should not be reflections on or glare from the computer monitor.

Floors are clear and free of tripping hazards

Fire Protection

Is there a smoke alarm in or near the room you are working in?

Is there clear access to a fire extinguisher?

Is there a carbon monoxide detector in areas where there are fuel-burning appliances?

How many exits are available and where are they?

Does telework space meet safety requirements of local building and fire codes?

Emergency Procedures

Has an evacuation plan been established?

Are the first aid supplies adequate?

Are emergency contact numbers posted near the telephone?

Has a periodic contact schedule been established with the host organization?

Does your office contact know how to reach someone near you in the event of an emergency?

Electrical Safety

Are extension cords in good condition and positioned properly?

Are cords and cables causing a tripping hazard?

Are outlets grounded and not overloaded?

Is there surge protection for electrical equipment?

Is there sufficient ventilation for electrical equipment?

Cyber Security

Document retention and host organization's cyber security procedures have been reviewed and are being adhered to?

Comments:

For more information about safety and working from home please visit the [Government of Canada's Canadian Centre for Occupational Health and Safety website](#).

Working remotely can be difficult. Trent University provides many mental health resources and supports. Please visit the [Student Wellness](#) website for more information.

The information on this form is collected under the authority of the Trent University Act, 1963. The information will be used in relation to your placement. Questions or concerns about the collection or use of this information may be directed to the Access and Privacy Officer, University Secretariat, 705-748-1011 x1387.

Sign and date to confirm you've completed a review of these guidelines.

Student Name (please print):

Student Signature:

Date: