

Temporary Home Office Checklist

Many workers have been authorized by their managers to temporarily work from home due to COVID-19. We must do our best to ensure we are safe while working from home.

Alberta Health Services (AHS) has authorized that staff can utilize their assigned AHS laptop and basic accessories (monitor, keyboard, mouse, cable, headset, and docking station) for home office use during these temporary alternate work arrangements. It is the responsibility of the manager to track all IT equipment removed from the facility and the return of the equipment.

The checklist below can be used to help decrease the risk of musculoskeletal injuries.

<u>TEMPORARY</u> HOME OFFICE	YES	NO	RECOMMENDATIONS
DISTRACTIONS			
Work area reasonably quiet	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Set your temporary workspace in a relatively quiet area and if possible remove any distractions.
DESK			
Desk/table suitable for the task	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Have adequate surface space and legroom to work comfortably.
Desk/table height	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> If your table is too high, try adjusting your chair, selecting a higher chair or placing a cushion on the seat to raise you up.
Adequate space	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Remove any clutter from under the desk/table. Organize the desktop/table surface.
Note: Using a laptop without a table/desk surface (i.e., sitting on the couch with a laptop on your lap) will place you at a higher risk of developing a musculoskeletal injury due to prolonged awkward postures.			
CHAIR			
Chair type suitable for the task	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Select a chair that has a back and allows you to sit upright comfortably.
Feet flat on floor	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> If feet are not flat on the floor lower your chair if possible or add a footrest or book to provide support.
Adequate lumbar support	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> If the chair has adjustable lumbar support, adjust it to a position that is comfortable and provides support for your lower back. If there is no lumbar support, try rolling up a towel and placing it between the chair and your back to provide support.
Note: If you have a fully adjustable office chair see Adjusting your workstation: Office Chair .			

LIGHTING		
Adequate lighting for the work tasks	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Use lighting such as a lamp as necessary.
Glare	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Set your monitor parallel to any sources of natural light to avoid glare on your computer screen. Close blinds/curtains if necessary.
HANDS/WRISTS		
Keyboard and mouse	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Have your keyboard and mouse on the same level beside each other, close to the front edge of your work surface.
Wrist position	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> If you feel pressure on your wrists you can use a small hand towel as a palm support. If possible, try raising yourself in your chair to lessen the pressure on your wrists.
SCREEN		
Screen height	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> If you have an external keyboard and mouse, raise your laptop screen using a riser or book so that the top of the screen is at approximately eye-level.
Dual monitors	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> If using dual monitors the top of both should be at eye-level. If using two monitors there should be as little a gap as possible between the screens.
PHONE		
Easy reach	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Have phone close, within easy reach.
Headset/speaker phone	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Use a headset or the speaker phone feature to keep hands-free and to avoid straining your neck.
WORK PRACTICES		
Eye strain	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Implement the 20-20-20 rule; look away from your screen every 20 minutes for 20 seconds and focus on an object 20 feet away.
Scheduled breaks	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Ensure you take breaks throughout the day.
Micro-breaks	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Take micro-breaks (approx. every 45 min) throughout your day and incorporate movement whenever possible.