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| Colour-Small-180x120.jpg | **City of Kamloops**  Safe Work Procedures | | S:\Safety\Forms\Logo's\Safety Works Everybody Everyday\SafetyWorks_Logo-Tagline_Vertical_FullColour_CMYK.jpg |
| **Working From Home** | | | |
| DATE PREPARED: March 2020 | | DATE REVISED: N/A | |
| PREPARED BY: C Mierau | | APPROVED BY: C Mierau | |
| REFERENCES: CoK Occupational Health and Safety Program | | | |
| TASK DESCRIPTION: | | | |
| Working from home or working remotely. Consideration may be given to allowing workers to work from home under certain circumstances. This is for low hazard work activities (generally office type work) and must be approved by the workers manager and director.  It must be clearly established what work activities will be conducted from home and a specific work schedule must be identified.  Workers must not host meetings or have clients or customers attend their personal residence as part of their work from home activities. | | | |
| HAZARDS IDENTIFIED: | | | |
| There are numerous safety issues for considerations when working from remote locations such as a personal residence. The following should be considered when working from home.   1. Ergonomics – work station design 2. Workplace Inspection – Hazard Identification & Control 3. Working Alone – Check in 4. Fire Protection 5. Emergency Procedures 6. Housekeeping (Slip, Trip & Fall) 7. Stress 8. Incidents and Injuries | | | |
| PERSONAL PROTECTIVE EQUIPMENT REQUIRED: | | | |
| Work activities done from home should not include tasks that are high or moderate risk or that would require the use of personal protective equipment. | | | |
| WORK PROCEDURES: | | | |
| Workers working from home are responsible to ensure that hazards are identified and controlled within their home. All issues and concerns must be reported to your direct supervisor.   1. Ergonomics – consideration must be given to the design and setup of home workstations. Additional information is available to discuss workstation setup on the WorkSafeBC website. Workers should continue to take frequent stretch or micro breaks. The City does not provide workstations or chairs for home use. If you do not have a suitable workstation inform your supervisor.      1. Workplace Inspections – workers working from home should conduct an inspection and hazard identification and assessment of their work place to identify any potential hazards that may be present. Appropriate controls should be applied. 2. Working Alone – workers working from home should establish a schedule and communicate at a minimum at the beginning and end of the shift with their supervisor 3. Fire Protection – check for working smoke alarms, CO monitors, fire extinguishers, emergency plans and exits. 4. Emergency Procedures – check for first aid supplies, establish a plan in the event of an emergency, establish emergency contact information – numbers and address. 5. Housekeeping – ensure the work space is clean and free of hazards such as power cords household items 6. Stress – working from home can create many challenges, attempt to separate the work space from home activities. One should avoid distractions such as personal phones and televisions. Efforts should be made to set boundaries with others such as family members and pets to avoid distraction. Set a specific time frame to conduct work and separate it from your daily activities. 7. Incidents and Injuries - Workers must still report all work related incidents and injuries and hazards to their direct supervisor. | | | |
| SPECIAL NOTES: | | | |
| It is important for mental health and well-being that workers working from home try to separate their work from personal activities. Establishing a defined work environment and setting reasonable boundaries for yourself and others is important.  Set a schedule and stick to it. Working designated hours, and then stopping when those hours are up, will give your brain time to work and time to rest. While working remotely does mean that there is added flexibility with your personal life schedule, it’s best to stick to a schedule where you can be productive, get your work done and call it a day when work hours are complete. | | | |