

# COVID-19 PROTOCOL – REMOTE WORK SAFETY

## Your health and safety is our priority.

The following protocol provides guidance to MV staff in order to ensure ongoing compliance with WorkSafeBC Occupational Health and Safety Regulations and adherence to the elements of Metro Vancouver's Safety Management System. This protocol complements Metro Vancouver's [COVID-19 Remote Work Policy](#)

1. Metro Vancouver workers, supervisors and managers will continue to meet the requirements of all elements of the MV Safety Management System while working remotely or supervising staff working remotely.
2. Metro Vancouver staff working from home should designate a workspace within their home that is adequate to perform their required duties. Staff are responsible to maintain this workspace in a safe condition including adherence to ergonomic principles for preventing musculoskeletal injuries.
3. Managers or supervisors will inform employees of the requirements and hazards associated with working remotely. The employees will conduct an assessment of their remote workplace and report any hazards to their supervisor. A list of hazards for home workspaces is available for staff working remotely: [COVID-19 - Remote Work Hazards](#).
4. Metro Vancouver staff will follow safe work practices and procedures while working remotely and immediately report any work-related incidents to their supervisor as per Metro Vancouver's Incident Reporting and Investigation Standard.
  - Supervisors are still required to report any injuries or illness electronically in Metro Vancouver's Incident Reporting and Investigation System ([IRIS](#)) and complete investigations within the established time frames. Investigations may be done remotely where possible.
5. Metro Vancouver staff will continue to be covered by WorkSafeBC for work-related injuries that occur in the course of their assigned work and in the scope of their employment while working remotely, including working from home. Metro Vancouver is not responsible for any non-work related injuries that may occur while working remotely.
6. The staff member and their supervisor are responsible for determining if working alone check-in/check-out procedures are required as per [Metro Vancouver's Working Alone Standard](#).
7. Tools to assist staff and supervisors will be available on the Corporate Safety intranet site. Corporate Safety staff advisors will also remain available to provide support to staff working remotely via email and telephone.
  - Any COVID-19 safety questions from staff can be directed to the [Corporate Safety](#) email.