

Please contact humanresources@durhamcollege.ca if you require assistance to complete this form.

The remote workspace should, to the extent possible, provide the same level of health, safety and security that an employee would receive at a regular work office. Employees working in a remote workspace are responsible for assessing that worksite for existing or potential problems and for taking corrective steps, in consultation with Health and Safety where appropriate.

In order to prevent the development of unsafe or unhealthy working conditions, employees are advised to review the following information and complete the checklist.

Accident/Injury Reporting

Employees working remotely must report any injuries that occur in the course of their employment. The employee agrees that a College representative may visit their remote work space to investigate an injury or accident report if necessary and agrees to facilitate such a visit as soon as reasonably possible after the injury or accident.

All information must be transcribed to this form. Supporting documents alone will not be accepted.

Ergonomics

Employees are to ensure their workspace is correctly setup to optimize proper ergonomics. ([link to guideline](#))

This includes managing the workday to ensure proper breaks are taken minimize potential for musculoskeletal injury.

Checklist

Smoke detector is located in proximity of work area and is fully functioning with battery changed every six months

Fully functioning carbon monoxide detector is in place – batteries changes every six months

Adequate surge protection is utilized with all electronic equipment as appropriate

Outlets are not overloaded

Power bars are used and in place of extension cords where possible. If extension cords are use, they are CSA approved and grounded by three prongs

Electrical cords are in good condition and working properly

Electrical cords are neatly secured, out of the way, and anchored where possible. They pose no tripping hazard.

Minimal clutter around all electrical equipment (for ventilation purposes)

Lighting is working properly and appropriate bulb wattage is used

Furniture is free from sharp edges

Area is free from slip, trip and fall hazards (no loose tiles, carpet etc.)

Where stairs connect to workspace – handrails are in place

Appropriate resources are in place to enable me to connect remotely if needed and maintain the security measures provided by our IT and/or specific administrative area

Signature of Employee:

Date (yyyy-mm-dd):

Signature above acknowledges employees confirms the information above is accurate and conditions will be maintained in this manner for the duration of the remote work.

Supervisor Approval:

Date (yyyy-mm-dd):

H&S Approval:

Date (yyyy-mm-dd):

Notice of Collection: In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for remote work application review and approval by Human Resources. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.