

Remote Work Health and Safety Pre-Placement Checklist

Student Name:	Student Number:
Course Name/Code:	Faculty Name:
Placement Employer:	Period of Work:
Remote Work Address:	

HEALTH AND SAFETY CONSIDERATIONS	YES	NO	N/A	COMMENT
General				
Is the risk of contracting a communicable disease through this workplace greater than the risk to which the public at large is exposed?				
I am able to participate in meetings via telephone or a virtual platform				
Ergonomic Considerations				
Does the space provide the ability to set up a workstation with ergonomic considerations <ul style="list-style-type: none"> • Your desk, chair and other accessories should be comfortable and supportive similar to that in the office. • Your workspace should permit you to position the keyboard at the right height (wrists in a neutral position). • Lighting is properly arranged: there should not be reflections on or glare from the computer monitor. http://www.ccohs.ca/oshanswers/ergonomics/				
I am able to schedule regular breaks				
Fire Protection				
Are carbon monoxide and smoke detectors in place and functional?				
Electrical Safety				
Extension cords are in good condition and not daisy chained together				
Cords and cables do not pose a tripping hazard				
Outlets are grounded and not overloaded				
There is sufficient ventilation for electrical equipment				
Emergency procedures				
I am aware of the college's accident/injury reporting procedures				
Are there any safety or security concerns?				



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Emergency procedures continued	YES	NO	N/A	COMMENT
A periodic contact schedule has been established (if working alone)				
There are adequate first aid supplies				
I am able to maintain all Public Health recommendations under the current pandemic				

By checking this box, I confirm that the above items are in place or not applicable at the remote work location indicated above:

Date:

Name:

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