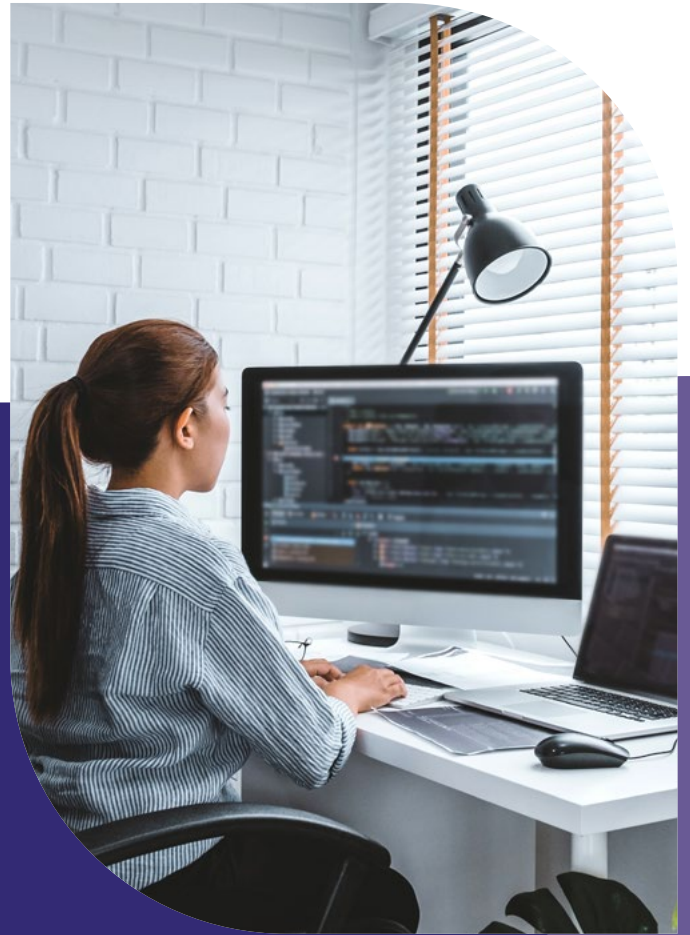


Occupational Safety and Health Guidance on Remote Working CHECKLIST



Safety, Health, and Welfare at Work Assessment Checklist for Remote Working

When completing the assessment, the employee's interaction with the workstation should be examined (for example, duration spent at the workstation and workstation location), and account taken of the work activities. The assessment should consider Part 2, 3 and 4 of the Act² and the requirements in the General Application Regulations.³

It is the employer's responsibility to ensure, as far as reasonably practicable, the safety, health and welfare of employees. The employer has a duty to provide safe systems of work and to manage

employees' safety, health, and welfare both when they are in the workplace and when they work remotely. Employers should ensure that the system of work for those who work remotely is reasonable.

NOTE:

- **It is the employer's responsibility to proactively ensure that the remote work assessment is completed for each employee by a suitably trained and competent person. The remote work assessment can be carried out virtually through the use of webcam or other visual media device**
- **Additional controls if identified during the assessment can be added to Sections 3, 4 and 5 and any other relevant information can be added to Section 7 of the checklist.**

Step 1 - Work activity

Identify who is working remotely, the type of work to be undertaken remotely, and what equipment or resources are required.

Section 1 - Employee information

Name:	
Location:	
Job Title:	
Work Activity:	
Assessor:	
Manager:	

Section 2 - Work equipment

Where an employer provides work equipment such as computers, laptops, display screens, keyboards, chairs or desks, they are responsible for maintaining the work equipment provided. Where an employee uses their own work equipment, the employer is responsible for ensuring that work equipment is suitable to meet the requirements for the employee's safety and health.

1. Safety, Health and Welfare at Work Act 2005 (Number 10 of 2005)

2. S.I. No. 299 of 2007 Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 5 and Schedule 4 Minimum Requirements for all Display Screen Equipment which includes information on the monitor, keyboard, and work desk.

Step 2 - Remote work assessment

The assessment of the hazards and risks at the place of work needs to take account of the:

- Work environment,
- Workstation including display screen equipment (DSE) and work equipment,
- Employee health and welfare, including sensitive risk workers and those with disabilities, and
- Communication and incident reporting.

Section 3 - Work environment

Work environment means the place where work is carried out (for example, in a domestic setting, remote working hub or other location) and environmental conditions associated with the place of work. Certain hazards may be relevant depending on the place of work or work activity. For more information visit www.hsa.ie.

Controls	Yes	No	N/A	Notes
Place of work				
Is the place of work suitable for the work to be undertaken, and is it safe?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lighting				
Is suitable lighting (for example natural, task lighting) available for the type of work being carried out and the employees' vision?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is additional task lighting required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Heating and Ventilation				
Can temperatures be regulated? (For most people an acceptable temperature for office work lies within the range of 18°C to 23°C).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is there adequate ventilation in the workplace? Ventilation can be regulated naturally (window or door) or mechanically.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Electricity				
Is the employee aware that they should check and advise their employer of any defects?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is electrical equipment provided to employees used correctly, checked for frayed wires, signs of burns or melting, and is unsafe equipment taken out of use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is there an adequate number of sockets available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Safe Access

Is there safe access to and from the remote workplace?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Emergency Planning

Is there a plan in place in case of an emergency?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Housekeeping

Is the workstation area clear of trailing cables and other trip hazards?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Is the employee made aware to keep the area clear?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Additional Identified Controls

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Section 4 - Workstation including Display Screen Equipment (DSE) and work equipment

Workstation – means an assembly comprising of display screen equipment, which may be provided with a keyboard or input device, software or a combination of the following:

- Work chair, work desk or work surface; and
- Other work equipment or peripherals. For example, footrest, document holder, docking station.

The employer is responsible for providing and maintaining work equipment identified for the work such as computers, monitors, keyboards, chairs, desks etc., or equipment identified following a risk assessment.

NOTE: Employees can use their own equipment if deemed suitable.

Controls	Yes	No	N/A	Notes
Desk and Workstation				
Is there enough knee clearance underneath the workstation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is there enough space to allow the employee to change position and vary movements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the area clutter free so that the employee can focus easily on the task?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is a document holder required to read documents?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Chair				
Is the chair provided stable, adjustable in height, allows freedom of movement, and provides lower back support?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the chair set up so that the forearms are level with the desk?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Does the chair have a back rest which is adjustable in height and has the employee been advised to sit back in their seat in order to get good lumbar support?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the chair provided adjustable to allow feet to rest flat on the floor or is a footrest supplied?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is a footrest required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Display Screen

Is the screen positioned to avoid glare and reflection (for example, sit at 90 degrees to a window to avoid glare)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Can the screen swivel and tilt easily?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the screen positioned so that the top of the screen is at eye level or slightly below and avoids sustained bending of the neck?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the screen free of reflective glare and are reflections liable to cause discomfort?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the screen set up at a comfortable distance (for example, arm length away)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the image on the screen stable with no flickering?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are the characters on the display screen well defined, clearly formed of adequate size and with adequate spacing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Has the employee been informed that they should relax their shoulders when viewing the screen?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Keyboard and Mouse

Is the laptop or PC connected to an external keyboard and mouse?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is a neutral wrist posture maintained when typing (for example, no bending of the wrist)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Can the slope angle of the keyboard be adjusted to allow the employee to find a comfortable position?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are the mouse and keyboard within easy reach and is space provided in front of the keyboard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are wrist rests required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Musculoskeletal

Has the employee been advised to change posture frequently and to stand and move at least every 30 minutes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Has the employee been advised to avoid back-to-back video calls or online meetings so that they do not sit for long periods of time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Does the employee get aches, pains, tingling or pins and needles in the hands, arms, shoulders, neck or back area when using the workstation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Communication

Is a headset / speaker or microphone provided?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Is a headset / speaker or microphone required for communication?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Manual Handling

Is the employee required to conduct manual handling while remote working? (If yes, has that employee been trained)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Eye Examinations

Have employees who use DSE been informed of the provisions for eyesight testing and how to avail of eyesight testing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Are eye and eyesight tests provided as needed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Does the employee regularly suffer from blurred or poor vision, sore eyes or headaches while using the display screen equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Other Considerations

Has the assessment of workstation including display screen equipment (DSE) and work equipment considered the needs of sensitive workers including those with disabilities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Has the employee been provided with information and training to ensure they can carry out their work safely?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Where the employee has more than one remote working location, have additional supports, guidance and training been provided to assist them to set up at other remote working locations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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Additional Identified Controls

	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Section 5 - Consultation, communication and incident reporting

Maintaining good consultation and communication with remote workers helps determine whether the safety and health arrangements are working.

Keeping good records, reviewing and following up on corrective actions ensures a safe remote work environment.

Controls	Yes	No	N/A	Notes
Consultation and Communication				
Are arrangements in place to consult with employees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are there arrangements in place for keeping in contact, and is the employee informed of these?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is there an established means of contact for communicating and providing updates (for example, via phone, web or email as required)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Can employees report safety and health issues (for example, health related issues, workload, faulty equipment etc.)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are arrangements in place to report psychosocial issues (for example, work related stress, difficulties maintaining boundaries between home and work, social isolation, managing change in work, bullying etc.)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Incident Reporting				
Has the employee been advised of the procedures for reporting any work-related incidents, (for example, musculoskeletal discomfort)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Additional Identified Controls				
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Step 3 - Monitor, review and communicate with employees regularly

Section 6 - Records management

In this section it is important to capture any identified corrective actions and to ensure that follow up measures are actioned. The remote working assessment needs to be reviewed on a regular basis and this can vary depending on the type of remote working location(s) and frequency of remote work.

Date Assessment Carried Out:

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Employee Name:	Employee Signature:	Date:
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Assessor Name:	Assessor Signature:	Date:
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Corrective Actions Identified:	Date Corrective Actions Were Completed:
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Date of Next Review:

Section 7 - Additional information or notes

Additional Notes:

Large empty area for additional notes.

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WORK POSITIVE

www.workpositive.ie

HSA An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority **Position Yourself Well**  **Visit www.BeSMART.ie**

Adjust seat so that:

- ▲ the desk is just underneath forearms; hands, wrists and forearms are parallel to the floor;
- ▲ your thighs are fully supported on the chair and parallel to the floor; use a footrest if needed; and
- ▲ your thighs, knees and back of legs are clear of surfaces.

Sit upright and all the way back in the chair.
Sit facing work area.
Shoulders relaxed and head naturally balanced.



Adjust monitor so that:

- ▲ the screen is as far away as is comfortable or about an arm's length away;
- ▲ the top of screen is at or slightly below eye level.

Avoid twisting the upper body and position the keyboard and mouse next to each other and near enough so that elbows are close to the body.



Take breaks and stand and/or move frequently 

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Health and Safety Authority

Further Information and Guidance:

Visit our website at www.hsa.ie
Telephone our contact centre on **0818 289 389** or email contactus@hsa.ie. Use **BeSMART.ie**, our free online risk assessment tool.. Check out our range of free online courses at www.hsalearning.ie