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# Requirements for Flex Place work arrangements

- Agreement authorizing you to work remotely
- Work Area Safety Assessment
- Emergency Preparedness Plan



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# Safe Work Area

An employee's workspace must be safe and appropriate for the tasks they are completing. These basic safety measures must be reviewed before an employee is approved to work from home or alternate location:

- Is the designated work area free of tripping hazards such as extensions cords, or uneven floor surfaces?
  - Does the work area have grounded electrical outlets?
  - Are power cords in good condition?
  - Are power bar surge protectors plugged in to the wall socket?
  - Are there hazards present in the designated work area such as asbestos, tobacco smoke or exhaust in the workspace?
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# Safe Work Area (continued)

- Is there mold or excess dust?
- Is there adequate lighting to complete the work?
- Is there excessive noise or other distractions?
- Is there a risk of violence in the area that would create a high risk for the employee?
- Does the employee have a basic emergency plan for their home?

Employees in Flex Place work arrangements must reduce or remove these risks and inform their supervisor of steps they have taken.

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# Ergonomics

Ergonomics includes the practice of designing someone's workstation to fit his or her individual needs. As standard office equipment varies to reflect multiple uses, it is beneficial to make individualized adjustments to fit every person's body shape and job demands.

- Workstation set-up, safe lifting techniques, proper posture, appropriate seating position, and adaptive equipment are only a few of the many examples of ergonomics in the workplace.
- If you require further guidance or setup, your supervisor can request support from (o)1.6 .C.7 (Ot)-1.6 Hf

# Ergonomic Tips – Desk Safety

Watch the following video for more information on desk ergonomics:





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# Reporting Incidents or Injuries

- Any workplace incident that results in or has the potential to cause injury or occupational illness must be reported to Okanagan College within 24 hours using the [Health and Safety First Aid Report](#).
  - Serious incidents must be reported to Campus Security immediately.
  - Timely reporting allows effective investigations, correction of unsafe conditions, prevention of future occurrences, and expedites WorkSafeBC claims processing.
  - Visit the [Health and Safety webpage](#) for more information on workplace injuries
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# Emergency Preparedness

- If you are working from home in a Flex space work arrangement, being prepared for an emergency in your home is always good practice and a work responsibility.
  - Workers are required to make emergency preparations prior to working from home. Supervisors should confirm that these preparations have been completed.
  - Determine an accessible location within your home to store the materials in your emergency kit.
  - Review emergency plans and procedures regularly to remain informed about how to proceed in case of injury or emergency.
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# Emergency Preparedness

- Make sure emergency communications channels are easily accessible such as land line, mobile phone, instant messaging (IM), or email.
- Create a contact list of important phone numbers, such as those of your supervisor, team members, medical clinic, 911 and the RCMP.
- Workers must provide information to their supervisor on:
  - Their home address (in case of emergency)
  - Create an evacuation plan that answers the following questions:
    1. When should I evacuate?
    2. How should I evacuate and by what route or method?
    3. Where should I go when I evacuate?
    4. Who should I call or notify?

# Emergency Preparedness

## Fire and smoke warning systems

- ~~Your home should~~ have [working smoke alarms](#) on every level of the home
- Every home with at least one fuel-burning appliance/heater, attached garage or fireplace should have a [working carbon monoxide \(CO\) alarm](#) ( ) 1.4

