

# Employer Teleworking Policy Checklist

| General  | ✓ | Comments |
|--|---|----------|
| Has a copy of the teleworking (work from home) policy accessible online?   |   |          |
| Have roles and responsibilities been established for line managers and health & safety personnel regarding the managing of remote workers?   |   |          |
| Has all necessary contact information including home address, preferred contact methods and emergency numbers been collected?  |   |          |
| Have contact details for key individuals such as employee representatives, health and safety advisors, or human resources personnel been identified and communicated to remote workers?  |   |          |
| Is there a process to determine those that need more supervision than others or if the employee is suited to telework? Refer to Appendix B: Employee's Health and Safety Checklist for Working at Home   |   |          |
| Has a review of "Working Alone" procedures as per regulations been completed?  |   |          |
| Has there been a review of the security and protection of your organizational information (or your client's information) so that it cannot be compromised either externally or internally by household members that may have access to the same internet connection? |   |          |
| Does your business insurance policy cover theft or damage to employer property used in an employee's home? In lieu of this, does the employee have a homeowner policy that sufficiently covers damage to company property used in the home?                          |   |          |
| Work Scheduling and Work Completion  | ✓ | Comments |
| Have work expectations and how the employees will be evaluated (performance outcomes) been clearly identified and communicated?  |   |          |
| Are there expected hours for employees to work and be available?   |   |          |
| Has a procedure for overtime approval been established?  |   |          |
| Have arrangements for employee supervision been established, such as a formal "check in" time with the employee?   |   |          |
| Has a need to establish online collaboration methods been investigated (e.g., using software such as Zoom, Webex, etc to ensure effective information sharing and/or information handover)?  |   |          |
| Is all information necessary to complete work assignments made available through online means?   |   |          |
| Has it been determined if additional training is needed by employees to complete the work to established standards?  |   |          |
| Is there access to helplines or other support for dealing with work problems, software issues, or equipment failures?  |   |          |

| Work Environment and Equipment   | ✓ | Comments |
|--|---|----------|
| Is there a process for evaluating the suitability of the home office environment to ensure hazards are addressed and risks mitigated? (Refer to Employee Checklist for Working at Home)  |   |          |
| Has it been established as to what equipment and furnishings the company provides vs the employee (computers, printers, office supplies, desk, chair, etc.)?   |   |          |
| Has a process been identified and clearly communicated for addressing ergonomic concerns associated with the home office environment? Click here to schedule a remote office assessment by a qualified ergonomist.             |   |          |
| Have work expenses been identified that will be reimbursed to the employee?  |   |          |
| Physical and Mental Health   | ✓ | Comments |
| Are records maintained for any risk assessments, monitoring, or feedback obtained from remote workers?   |   |          |
| Has a “buddy” system been established to prevent isolation and check in how employees are coping with this transition, and does the buddy have access to emergency contact information?  |   |          |
| Has there been consideration for the workload and psychosocial impacts on the employees “left behind” in the office? Those in the office are often recruited for additional tasks simply due to their proximity.               |   |          |
| Have procedures been established and communicated regarding the reporting of an incident, illness or injury?   |   |          |
| Have procedures been established for managing the injured worker given the restrictions by current health officials?   |   |          |
| Have investigative procedures been established that can be performed remotely?   |   |          |
| Has employee assistance programs and their contact information been communicated?  |   |          |
| Have employees received any guidance on how to separate their work from their home lives, such as setting physical boundaries and establishing ground rules at home with family members, scheduling access to computers, etc.? |   |          |