WORKING FROM HOME

**WORKSPACE**

**CHECKLIST**

|  |  |
| --- | --- |
| Checkmark | **CHECKLIST ITEM** |
|  | Identified separate room / quiet work space |
|  | Reviewed Company Privacy Policy |
|  | Identify supplies, equipment and necessary files (e.g.; do I need a filing cabinet with lock?) |
|  | Reviewed Health & Safety guidelines for ‘safe workspace’ e.g.; electrical (trip hazards) and for ergonomically correct set up (avoid injuries) |
|  | Identified ‘special needs’ equipment (acquire Doctor’s note) – Check Policy |
|  | Taking scheduled breaks |