

BCSLA Working From Home (WFH) Policy

If a BCSLA employee will be working from home, the employer/supervisor will work with the employee to conduct a [risk assessment](#) (which may be conducted verbally through discussion) for the home working environment, which includes ensuring at least the following:

- Air: no excessive heat, cold, dust; good ventilation
- Light: adequate lighting in work area
- Cleanliness: work area is kept clean
- Electrical: good cord management, no overloaded circuits
- Internet/equipment: strong and secure internet connection, adequate computer equipment
- Physical environment: limited tripping hazards, adequate ergonomic work set up
- First aid/emergency: access to first aid kit and fire extinguisher; emergency evacuation plan

Following the roles, rights, and responsibilities from [WorkSafeBC](#), employers agree to:

- Conduct risk assessment with employees and follow-up regularly.
- Report all injuries to WorkSafeBC that required medical attention.
- Investigate incidents where workers are injured or equipment is damaged.
- Submit the necessary forms to WorkSafeBC.

Following the roles, rights, and responsibilities from [WorkSafeBC](#), employees working from home agree to:

- Participate in risk assessment with employer
- Be alert to hazards and report them immediately to the supervisor/employer.
- Follow safe work procedures and act safely at all times while working.
- Report work-related injury to employer.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

Additionally, the employee working from home agrees to:

- Use BCSLA devices, accounts, and property for work tasks only and not use personal accounts (e.g. email) for work tasks
- Access work files and information using a secure internet connection and password-protected devices
- Exercise caution and be aware of surroundings when working, especially when handling private information

The supervisor and employee will work together to outline and document their respective roles relating to work responsibilities while the employee is working from home. They will also outline a regular system/schedule for communication.

If employees will be working in isolation, BCSLA will follow WorkSafeBC's policy and guidelines for [working in isolation](#), which includes:

- Identifying readily available assistance for employee in case of emergency
- Scheduling regular wellness checks with employee