The off-campus work location must be assessed by the employee to ensure site-specific hazards are identified and appropriate controls are implemented. Use additional rows as needed.

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARD</th>
<th>CONTROLS – mandatory</th>
<th>CONTROLS – recommended</th>
</tr>
</thead>
</table>
| **Office Workstation Tasks** | Musculoskeletal Injuries  
- repetitive movement  
- awkward posture  
- static posture  
- contact stress | ENG: Designated workspace  
ENG: Adjustable chair  
ADM: Training – Completion of Office Ergonomics online course or webinar  
ADM: Training – Successful completion of Office Ergonomics Self Adjustment Tool | ENG: External keyboard and mouse used with laptops  
ENG: Adjustable work surface  
ENG: Task lighting  
ENG: Footrest  
ENG: Document holder  
ENG: Headset  
ADM: Scheduled breaks, micro-breaks  
ADM: Equipment layout – ‘reach zones’  
ADM: Proactive Ergonomics Program (Staff Wellness) |
| | Eye strain  
- glare from monitor screens, windows, lighting  
- continual screen time | ADM: Monitor/ screen positioning (away from glare sources)  
ADM: Adequate lighting | ADM: Task lighting  
ADM: Scheduled breaks, micro-breaks |
| | Psychological stress  
- fatigue | | ADM: Scheduled breaks, micro-breaks |
<table>
<thead>
<tr>
<th>Working Alone</th>
<th>Psychological stress - social isolation</th>
<th>Mobility</th>
<th>Emergency Response</th>
<th>Site-specific:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sudden injury or illness</td>
<td>ADM: Effective means of communication – cellphone and/or landline</td>
<td>ADM: Regular meetings with co-workers, supervisor</td>
<td>ADM: ‘Home Escape Plan’ – Familiarization with multi-plex building (e.g., condo, apartment, etc.) emergency procedures, if applicable</td>
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<tr>
<td>Mobility</td>
<td>Slips, trips and falls</td>
<td>ENG: Flooring in good condition</td>
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<td></td>
</tr>
<tr>
<td>Site-specific:</td>
<td></td>
<td></td>
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