
Flex Place Work Arrangements

Requirements for Flex Place work arrangements

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



Work Area Safety Assessment

The Work Area Safety Assessment Details:

- Safe work area requirements
- Ergonomics considerations
- Working alone check-in procedures
- Reporting requirements

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?

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.

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 OH&S
- An ergonomic assessment can be done by video or in person with a trained ergonomics assessor
- Review <https://www.okanagan.bc.ca/health-and-safety/health-and-safety/workstation-ergonomics>



Ergonomic Tips – Desk Safety

Watch the following video for more information on desk ergonomics:

<https://youtu.be/vK61YEBYUH0>



Working Alone Procedures

- Working alone, whether on campus or in a flex place, refers to circumstances where assistance is not readily available in the event of an emergency.
- The majority of work activities that occur while working alone at Okanagan College are considered low risk and do not require a formal Working Alone Safety Plan. Contact the Health and Safety department for more information on risk assessments.
- Workers are required to check in and out with their supervisor at least once every 4-8 hours. A check in and out procedure must be established prior to working alone.
- Check in and outs can be done with Campus Security or a supervisor using the Working Alone tool in the OC Safe app, or directly with a supervisor by phone, teams, text, chat, radio, or other means.
- Not adhering to working alone check in and out procedures may result in a cancelled remote work agreement.

Read the [Working Alone Safety Program](#) for more information.

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



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.

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](#).

First aid

- Keep a list of first aid contact numbers such as for your doctor, 911 and your supervisor.
- Know the anticipated time for emergency responders to arrive so that you are prepared to make the best emergency decisions possible (will it take minutes, hours or days?).
- Have a [basic first aid kit](#) in your home and car.
- Know the first aid incident reporting procedures. All injuries that occur in the course of work must be reported to the supervisor immediately, and properly documented.



Questions?

You can reach the Health and Safety Department by phone or email:

250-862-5475

OHS@okanagan.bc.ca

