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| **Employee Name:** | **Job Title:** | **Date:** |
| **Supervisor Name:** |  |
| **Division:** | **Telework/Office Location:** |
| The first section contains items to be completed by the supervisor or manager. Supervisors should remember to be proactive and promote a healthy workplace.The second section is a checklist for existing and new employees. Hiring Managers will:* Provide a link to this checklist to the new employee as part of their onboarding process
* Provide as part of the telework process, and
* Follow-up to assist with tasks as needed and verify completion.
 |
| **Supervisory Section: Supervisors are responsible for ensuring their employees receive the following:****(Please check off items as they are completed.)** |
| **Technology needs and Resources to review*** Identify technology staff use in their daily work and determine whether the resources will be accessible when working from home
* Ensure employees know how to access local technical support should they need assistance
 |
| **Encourage ergonomic comfort and provide resources.** * [L&I Video](https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/sprains-strains/get-help-with-ergonomics#help-with-office-ergonomics) – Office Ergonomics
* Additional resources available through L&I and DES Learning center (*as applicable*).
* Telework ergonomic self-assessment document (*if agency does not have an ergonomic specialist providing this information*)
* How to request an ergonomic assessment if experiencing discomfort
* Supervisor check-in on employee’s comfort (between 3-6 weeks after employee has reviewed and completed all necessary ergonomic training and resources)
 |
| **Verify with employee the following have been completed:*** Reviewed orientation documents
* Telework/Ergonomics Training
* Reviewed Agency’s Telework and Ergonomics Policies
 |
| **Review Ergonomic report (if applicable)**:* Approved equipment is ordered through agency procedure.
* Send reasonable accommodation policy and refer to HR if equipment recommendation is beyond standard agency equipment list
* Check back within 2 to 4 weeks to ensure employee received the equipment and is comfortable
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| **Employee should complete the following:*** Document any equipment issued by the agency and acknowledge any requirements for care
* Complete all requirements for adequate and safe office space at home. The supervisor reviewed with the employee, and employee certifies that those requirements have been met
* Familiarize themselves with the Agency’s requirements and expectations for computer information security and has received a copy of and has read the necessary Information Security Requirements and Guidelines
 |
| As a supervisor, If you are made aware, during regular check-ins, leave slips or some other avenue, the employee may be having physical discomfort refer them to agency ergonomic specialist/resources and/or Human Resources as they may need an ergonomic assessment. This is important to avoid injury and possible L&I claim.  |
| **Employee Section:** Ergonomics is a very important part of ensuring your ongoing ergonomic health as part of employment with this agency. |
| **Employee responsibilities:*** Make sure your work area is set up properly and you have needed equipment. You will need to work with your supervisor to ensure this occurs.
* Take all required ergonomics training and complete your on-line ergonomic self-assessment.
 |
| **To maintain your ergonomic health:*** If you are experiencing discomfort, do not wait. Let your supervisor know right away.
* If needed, request an ergonomic evaluation by an ergonomist or designated agency representative.
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| **Required Training** (as determined by the individual agency)* **DES** - Mobile Work for Employees training (to be developed)
* [LNI Training](http://wisha-training.lni.wa.gov/training/articulate/officeergonomics/story.html)
* **Agency internal training**
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| **Resources** - Working from home. Here's some information to help you stay comfortable and productive:* [Ergonomics for Home Offices](http://wisha-training.lni.wa.gov/training/presentations/ErgonomicsForHomeOffices.pptx)
* [Home Office Self-Assessment](https://lni.wa.gov/safety-health/_docs/HomeOfficeErgoSelfAssesment.pdf)
* [Work From Home Options](https://lni.wa.gov/safety-health/_docs/Work%20from%20home%20options.pdf)
* [Don't bend, don't break: Setting up a safe and healthy workspace for teleworking](https://lni.wa.gov/forms-publications/F417-289-000.pdf)
 |
| **Applicable regulatory resources*** [Executive Order 16-07 Building a modern work environment](https://www.governor.wa.gov/sites/default/files/exe_order/eo_16-07.pdf)
* [Collective Bargaining agreement](https://ofm.wa.gov/state-human-resources/labor-relations/collective-bargaining-agreements) - Represented employees
* Agency Policies on Telework and ergonomics
* Agency Policies on Employer furnished equipment, property and supplies
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| **Employee Name:** | **Position:** |
| **Signature:** | **Date:** |
| **Additional Comments:** |

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| --- | --- |
| **Supervisor Name:** | **Position:** |
| **Signature:** | **Date:** |
| **Comments:** |