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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 | | | |
| **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. | | | |
| **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** | | | |
| **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:** | |