



Remote worker health and safety checklist

Here is a checklist for you to use to think about the health and safety risks of your workers.

Name of worker		
Issue	Comments/any actions required	Actions taken
When they are working?		
What they are working on?		
How are they being monitored and communicated with?		
Do the direct / line managers understand their responsibilities for the health and safety of remote workers under their control?		
Are there arrangements in place for providing remote workers with information, instructions and training?		

Issue	Comments/any actions required	Actions taken
Are there standards or policies covering people working remotely? If so, have they received this information?		
Are there arrangements in place for maintaining workers' equipment, considering the needs of the worker?		
Are arrangements in place for monitoring the health and safety of the remote workers?		
What has been done to assess remote workstations?		
Has the organisation provided work equipment that takes into account the home environment?		
Have workers been given guidance on how to set up a computer workstation ergonomically?		
Have arrangements been made for controlling issues around lone working, stress and general mental health?		