

# How to Perform a Home Office Job Hazard Analysis

## 1. **Overview**

The following document outlines the steps to completing a job hazard analysis in your home office.

## 2. **Purpose**

The purpose of a Job Hazard Analysis is to identify and control or eliminate potential or actual hazards related to the job or task.

## 3. **Procedure for Completing a Job Hazard Analysis**

### a. Identify Hazards.

Review the Home Office JHA spreadsheet and note if any of the hazards are, or could be, present in your home office environment. Consider the additional context below to help you identify the hazards.

#### Physical

- Is bending or lifting required? Are things stored in low drawers or under a desk or counter?
- Are heavy items handled? Binders/catalogues/product? Can you potentially suffer strain from lifting, pushing or pulling?
- Can you slip, trip or fall when moving around the space? Loose cords, obstacles?
- Can you successfully implement the [‘Big 3’](#) in all your work tasks, whether sitting at the computer or performing written work or other tasks?
- Is the work static, or do you have the opportunity to work in different posture and move around?
- Do you have appropriate equipment to support low risk working postures

### Environmental

- Is excessive noise or other distracting noises a problem?
- Is there adequate lighting to perform your work? Is glare an issue?
- Are you exposed to extreme heat or cold?
- Is the work area clean with good air quality?
- Do you have access to fresh air or the outside?
- Are your smoke detectors working properly?

### Psychological

- Is the work stressful in terms of work volume or mental workload?
- Is there a potential to have to deal with an aggressive client? Or conflict with others in the home?
- Is physical or mental fatigue a factor? Are you getting adequate sleep?
- Are you alone in your workplace? Do you feel isolated?
- Is there time pressure associated with the work?

### Biological

- Typically this is not an issue in most home offices, but if you have concerns with mold, sewage or other biological issues document them in this section.

### Chemical

- Typically this is not an issue in most home offices, but if you have issues with gases, vapours or other chemicals in the environment, document them in this section.

## b. Determine Hazard Controls.

For every hazard you have identified, note how you will control or resolve the hazard. Hazard control measures fall into 3 categories Engineering/Equipment, Administrative and Behavioural. View the additional detail below to help guide you on minimizing hazards.

### Engineering/Equipment Solutions

Engineering and equipment solutions involve making a physical change to your work environment to reduce a particular hazard and may include the following:

- Storing frequently used items higher or lower to minimize bending, lifting or awkward reaching demands.

- Changing the layout or repositioning items in the work area to allow more neutral postures.
- Changing the height of your laptop, worksurface or other item by putting it on books or another safe lift.
- If your company allows you to do so, bring home (or purchase) a keyboard / mouse or other equipment if you need it at home.
- Removing area rugs or repositioning furniture or cables to minimize clutter or trip hazards?
- Replacing batteries in smoke detectors if needed.
- Using lamps, fans, heaters, windows or other devices to improve environmental conditions.

#### Administrative Controls

Administrative solutions involve making a change to a procedure or system or 'how' or 'when' you do something to minimize the risk:

- Implement a phone check-in with a colleague daily to minimize isolation
- Check ins with supervisor or manager to control workload and other work related stress
- Chunk work tasks if possible to interrupt repetitive or cognitively demanding work with work that allows different postures or different mental processing.
- Take hourly, regular stretch breaks to allow recovery and refocus.
- Schedule regular checks of smoke alarms.
- If external noise hampers focussed work, schedule that work for quieter times.

#### Behavioural Solutions

Behavioural solutions are simple things that you do to reduce or control hazards in your work place. Consider the following:

- Take a standing stretch break at least hourly to interrupt static postures and allow some muscle recovery.
- Change work positions, regularly to minimize static postures
- Clean the work environment regularly and tidy up daily to minimize clutter.
- Step outside for phone calls to get a change of position and some fresh air.



- Organize your work according to a schedule that works for you. Take a coffee break when you need it.
- Use the following tips to help you work safety in a home office environment:  
<https://www.movesafe.com/ergonomics-home-tips-on-working-from-home/>

c. Confirm Follow Up Needs.

Some controls measures may not be able to be implemented immediately. If you need further assistance or follow up, make sure to note that on the JHA worksheet and also include a due date and who is responsible for implementing the correction action.

Submit the completed JHA to your manager or supervisor and refer to it regularly to make sure all corrective actions are in place.

Home Office Job Hazard Assessment and Control							
Company:		Date of Assessment:					
Location:		Completed by:					
Hazard Identification		Controls in place					
Type of Hazard	Findings	Engineering / Equipment	Administrative	Behavioural	Follow-up Actions	Person Responsible	Due Date
<b>Physical</b>							
Bending/Lifting							
Slips/Trips							
Static positions							
Repetitive movements							
Awkward postures							
<b>Environmental</b>							
Noise							
Lighting							
Temperature							
Fire Safety							
Dust/dirt							
<b>Psychosocial Hazards</b>							
Work stress							
Time pressure							
Fatigue							
Isolation							
Workplace Violence							
<b>Biological Hazards</b>							
List if any present							
<b>Chemical Hazards</b>							
List if any present							
<b>Other</b>							
List if any present							

Home Office Job Hazard Assessment and Control							
Company:	MoveSafe	Date of Assessment:	30-Mar-20				
Location:	Vancouver	Completed by:	Mandy Gallant				
Hazard Identification		Controls in place					
Type of Hazard	Findings	Engineering / Equipment	Administrative	Behavioural	Follow-up Actions	Person Responsible	Due Date
<b>Physical</b>							
Bending/Lifting	books/binders	heavier books on waist ht shelves	get help if lifting anything v. heavy	Hip hinge for any bending	none	Self	ongoing
Slips/Trips	cables under desk & area rug catches chair wheels	good cable management in place removed area rug		wear slippers on hardwood to prevent slipping	none	self	ongoing
Static positions	sitting at computer		Hourly computer reminder to stretch	rock back in chair regularly move regularly read paperwork on couch	none	self	ongoing
Repetitive movements	typing/mousing		Hourly computer reminder to stretch	regular microbreaks releasing mouse	none	self	ongoing
Awkward postures	if slouching at computer	Proper workstation set up		Sit with 'Big 3' postures and regular posture resets	none	self	ongoing
<b>Environmental</b>							
Noise	when kids do piano practice		scheule client calls when kids NOT doing piano	mute teleconf if background noise from family	none	Self	ongoing
Lighting	if dark in am	task light in place			none	Self	ongoing
Temperature	can be cold upstairs	space heater available if nec			none	Self	ongoing
Fire Safety	potential?	smoke alarms & CO2 detector in place	checked every 6 months		none	Self	ongoing
Dust/dirt	potential?		house cleaned weekly		none	Self	ongoing
<b>Psychosocial Hazards</b>							
Work stress	sometimes		Take lunch every day	walk at lunch, do stretches daily	none	Self	ongoing
Time pressure	sometimes		Daily huddle lets us plan workload As for help if needed from co-workers	Plan and prioritize work daily	none	Self	ongoing
Fatigue	sometimes			Keep regular bed time	none	Self	ongoing
Isolation	Not an issue, family at home						
Workplace Violence	Not an issue						
<b>Biological Hazards</b>							
List if any present	Not an issue						
<b>Chemical Hazards</b>							
List if any present	Not an issue						
<b>Other</b>							
List if any present	None						