

SUCCESSFUL REMOTE WORK

Assessment



Name of remote employee and supervisor:

Date:

Remote working place(-s):

REMOTE WORKING HAS BECOME MORE POPULAR

Remote working is a situation in which an employee works mainly from home or out of the workplace and communicates with the company or his/her employee by email, online calls or telephone. Remote work has become more popular in the Nordic countries during the past decades. Eurostat's statistics 2015 points out that 23.8 percent of all employed persons work sometimes or usually from home. The number has almost doubled since the year 2000. Work from home seem to be more favoured in the Nordic countries than in the EU in general. The EU average of working from home is 14.5 percent, which has also increased during the years. Nowadays, remote work has significantly grown and is now an integral part of our day-to-day working. We at if want to help you to successfully overcome the challenges which remote work presents.

FOR THE EMPLOYER

Employees can face many kinds of hazards while remote working. We at If offer Successful Remote Work to help employees and employers to manage the risks related to remote work. We recommend that the manager and employee discuss and agree on the remote work practices. To achieve this aim you can use the checklist on the next page. There are various Occupational Health and Safety Acts as well as other national legislation and these have an impact on remote work.

FOR THE EMPLOYEE

It is good to consider the points mentioned below before proceeding with the assessment:

- You need to make an agreement with your employer about where the remote work will take place, how often it will occur and for how long. Usually your home is suitable for remote working, but for instance, a cafeteria may not always be.
- You should pay special attention to ergonomic factors when remote working as they may not be on the same level as during normal working
- You should check that your employer's insurance adequately covers remote work and the tasks which are related to it. We at If offer various insurance solutions for remote work.



Successful Remote Work is offered to support employers' with their own risk assessment work. It does not purport to list all of the risks or to indicate that other risks do not exist. No liability is assumed by reason of this work product as it is only advisory in nature and the final decisions must be made by the stakeholder. This assessment tool should not be construed as indicating the existence or availability of coverage under any insurance policy.

THE PLANNING AND MANAGING OF YOUR WORK

	YES	NO
Have you reached an agreement with your supervisor on work objectives, content, restrictions and reporting?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received enough induction and guidance for the tasks you perform at your remote work place?	<input type="checkbox"/>	<input type="checkbox"/>
Are your tasks clearly defined and scheduled?	<input type="checkbox"/>	<input type="checkbox"/>
Are your working hours clearly defined in the remote work agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to cope with tiredness and maintaining mental agility?	<input type="checkbox"/>	<input type="checkbox"/>
Have you reached an agreement with your supervisor on the appropriate amount of work and how to schedule adequate breaks whilst working?	<input type="checkbox"/>	<input type="checkbox"/>
Have you reached an agreement on communications and mailing practices with your supervisor and your colleagues?	<input type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT AND ERGONOMICS

Is your workstation safe and secured, i.e. personal safety, information security, social engineering?	<input type="checkbox"/>	<input type="checkbox"/>
Has the stress created by the data processing work involved in the remote work been assessed, i.e. software availability, information complexity, the use of many systems at the same time, searching for information and learning?	<input type="checkbox"/>	<input type="checkbox"/>
Does your workstation meet the same adjustment criteria as at the office and is there the possibility to change your working posture?	<input type="checkbox"/>	<input type="checkbox"/>
Is the lighting of the workstation appropriate i.e. does it cause glare?	<input type="checkbox"/>	<input type="checkbox"/>
Is the temperature and ventilation of the workspace appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Is the environment otherwise appropriate for remote working, i.e. noise, children, pets, cable etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered any other hazards that could possible immerge during the remote working day i.e. traffic, restaurant, lunch making, moving inside and/or outside?	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH CARE AND EMERGENCIES DURING REMOTE WORK

Do you know what to do if you become sick?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what to do if an accident occurs to you?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the services and contact details of your health care provider?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to act in the event of an emergency or other serious situation e.g. fire, accident, disturbance, bullying or threat?	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER AND EQUIPMENT

Are the IT-equipment and programmes suitable for the remote work tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the procedure for informing about any problems in the data systems?	<input type="checkbox"/>	<input type="checkbox"/>
Are the telecommunication links suitable for remote work, i.e. e-mail, Skype?	<input type="checkbox"/>	<input type="checkbox"/>
Have you an agreement on IT-security policies i.e. VPN connection, the privacy filter of a screen, confidential documents, lock/shut down a laptop?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to transport and handle the work equipment and documents safely?	<input type="checkbox"/>	<input type="checkbox"/>



OTHER CONCERNS AND MEASURES FOR MANAGING RISKS

Would you like to know more?

Please contact us

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