

FLEXIBILITY SELF-ASSESSMENT

Please complete the self-assessment, referencing the resources available. Upon completion, reflect on your responses. If you have indicated 'no' in areas, consider how these can be addressed. This self-assessment, along with the Home Office Safety Checklist should be discussed with your supervisor as part of your request.

TECHNOLOGY

I have access to the appropriate UVic-owned technology (hardware, software, internet connection) to work productively.	Yes No	Remote Work Resources
I am aware of and able to comply with IT and data security policies and guidelines and understand how to send digital information safely.	Yes No	Information Security Sending Digital Information Safely Records Management
I have access to and am comfortable using UVic collaboration technology (Zoom, MS Teams, etc.) to connect with my team, students, clients and others.	Yes No	Technology Training

PHYSICAL SURROUNDINGS

I have a safe workstation setup (ergonomic, secure and free of hazards).	Yes No	Office Ergonomics Guide
My workspace is appropriately suited to my needs (quiet, adequate space).	Yes No	
I have adequate care arrangements for children or other dependents.	Yes No n/a	

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Self-Assessment & Home Safety Checklist

PERSONAL WELLBEING

I am able to set boundaries around work regardless of my environment, such as being able to fully disengage from work after my remote workday.	Yes No	
I am comfortable working alone and can stay engaged without the social aspects of working on-campus.	Yes No	
I have developed a working alone safety plan with regular safety check-ins (if applicable).	Yes No n/a	
I have integrated self-care into my remote work plans.	Yes No	UVic Health and Wellness

PERSONAL CHARACTERISTICS & INDIVIDUAL APPROACH TO WORK

I am effective working autonomously and independently and perform well in these conditions.	Yes No	
I am generally skilled at setting milestones and key deliverables for my work. I am comfortable working with deadlines and independently managing my tasks to ensure deadlines are met.	Yes No	
I am able to foster effective and collaborative working relationships with colleagues, clients or other stakeholders when working remotely.	Yes No	
I prefer a flexible approach to work and easily adapt to changing routines and environments. I am willing/able to be on campus when required by my team.	Yes No	
I have a current Performance and Development plan approved by my supervisor and will be able to meet my goals within the context of a RWA.	Yes No	Performance and Development Cycle

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Self-Assessment & Home Safety Checklist

HOME OFFICE SAFETY SELF-CHECKLIST

Employees are responsible for ensuring their designated workspace meets WorkSafeBC's normal occupational health and safety standards for a home office. Use this document as a guide to identify and address any potential hazards while working at home. If you have any questions about your home office, please discuss with your supervisor.

	Satisfactory	Unsatisfactory	N/A	Comments
DESIGNATED WORKSPACE				
Are there any worn or broken items with sharp or splintered edges?				
Is the floor clear with cables stowed neatly?				
Are any electrical cords frayed? Are electrical outlets and devices properly grounded, and are extension cords and power bars used safely?				
Are there appropriate security measures in place at the remote work location to ensure individual personal security and to prevent theft or non-authorized access to equipment and sensitive materials?				
Are cabinets and shelves in the designated workspace secured to walls with heavy items placed on lower shelves to reduce falling hazards?				
Are exit routes to and from the designated workspace unobstructed and clear?				
Is a personal first aid kit available (recommended)?				

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	Satisfactory	Unsatisfactory	N/A	Comments
WORKSTATION ERGONOMICS				
Is task and general lighting adequate with minimal glare on computer screen?				
Are the chair, desk and keyboard ergonomic and height/settings adjusted correctly?				
Is the space adequate to perform the work, with appropriate ventilation, temperature control and work surfaces?				

Please review UVic Ergonomic Resources including online training, guides, checklists and resources:
<https://www.uvic.ca/hr/health-wellness/ergonomics/index.php>