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Risk Snapshot Report

Reducing the risk of working from home



Assessed Company: Sample Report
Assessed Location: Sample Report
Assessor Name: Sample Report
Date of Report: Sample Report



Introduction

The information within this report was obtained by using Zurich Risk Advisor to complete one or more Risk Snapshot assessments to help reduce the risk of working from home. A Risk Snapshot assessment contains of multiple stages comprising of 1 to 5 questions and was answered either yes or no. This report includes a short summary of the areas you are managing well and the areas which may present a greater risk of harm to employees. To help reduce this risk, the report also includes the details of the Risk Improvement Ideas selected as part of the Risk Snapshot assessment.

Summary

Areas included within the report

Risk Area	Completion
Personal Safety	100%
Data Security	100%
Well-being	100%
Fire Safety	100%



Risk Snapshot

Personal Safety

Question	Answer	Response	Risk Improvement Idea
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Personal Safety

Are bookcase and file cabinets fastened to walls?	No	Bookcases and file cabinets are not fastened to walls.	Fasten bookcases/file cabinets to walls
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Is your home address on your business cards/email signature?	No	Your home address is not on your business card/email signature.	
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Do you have alarms or locks on all entrances to your home?	No	Entrances are not locked/alarmed throughout the day.	Secure your home
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Are phone lines, electrical cords, and extension wires secured under a desk or along a baseboard?	Yes	All phone lines, electrical cords, and extension wires are secured.	
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Are hallways, doorways, and corners free of obstructions?	Yes	Hallways, doorways, and corners are free of obstructions.	
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Data Security

Question	Answer	Response	Risk Improvement Idea
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Data Security

Do you have a paper shredder at home?	Yes	A paper shredder present and routinely used.	
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Reducing the risk of working from home

Question	Answer	Response	Risk Improvement Idea
Are work-from-home computers provided virus screening software?	Yes	Work-from-home computers have virus screening software.	
Do you use a Virtual Private Network (VPN) when connecting to the internet?	Yes	A VPN is used when connecting to the internet for business purposes.	
Do you change your passwords on a regular basis?	Yes	Passwords are changed on a regular basis.	
Are you able to lock your file cabinets?	Yes	File cabinets are able to be locked.	

Well-being

Question	Answer	Response	Risk Improvement Idea
Well-being: Part 1			
Do you know how to properly set up your home office equipment?	Yes	Home office equipment is properly set up.	
Do you have a sit-stand desk?	No	No sit-stand desk is available.	Consider a sit-stand desk
Are chairs designed to allow easy ergonomic adjustments?	Yes	Your chair can be ergonomically adjusted.	
When working from home, do you have a designated office?	Yes	The work-from-home office is in a designated area.	
Is your home office in a basement?	No	Your office is not located in a basement.	



Question	Answer	Response	Risk Improvement Idea
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Well-being: Part 2

When you are typing on your keyboard, are your wrists flat?

Yes

Your wrists are flat when using the keyboard.

Is the keyboard set in a manner that prevents your wrists / forearms from being on the corner of a work surface?

Yes

Your wrists / forearms are not on the corner of a work surface.

During typical use, is your mouse located near your keyboard ?

Yes

Your mouse is located near your keyboard.

Is your monitor positioned so that the top of the screen is approximately at eye level?

Yes

Your monitor is properly positioned.

Do you take periodic rest and stretch breaks throughout the day?

No

You are not taking periodic rest and stretch breaks throughout the day.

Rest and stretch

Fire Safety

Question	Answer	Response	Risk Improvement Idea
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Fire Safety

Do you smoke inside your home?

No

No smoking takes place inside the home.

Do you see any electrical cords that are old or worn?

No

No old / worn electrical cords are present.

Do you use space heaters?

No

No space heaters are present.



Reducing the risk of working from home

Question	Answer	Response	Risk Improvement Idea
Are electronics plugged into surge protectors?	No	Electronics are not plugged into a surge protector.	Use a surge protector
Do you have smoke and carbon monoxide detectors?	Yes	Smoke and carbon monoxide detectors are installed in the home.	



Risk Improvement Ideas

Personal Safety

Title	Description	Actioned
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Personal Safety

Fasten bookcases/file cabinets to walls

Bookcases and file cabinets are not fastened to walls.

Bookcases and file cabinets can tip over if not fastened to walls, potentially causing injury to you or other family members. Ensure that all bookcases and file cabinets are securely fasten to walls. Also, heavier items should be stored as low as possible to prevent tipping. Pay attention to the weight limitations of each shelf while loading the bookshelf. Do not exceed the maximum rated capacity.

Secure your home

Entrances are not locked/alarmed throughout the day.

Making sure your entrances are locked / alarmed helps to protect you and your business. Ensure that all entry ways into your home are locked. If an alarm system is installed in your home, make sure it is operating properly.

Well-being

Title	Description	Actioned
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Well-being: Part 1



Consider a sit-stand desk

No sit-stand desk is available.

Consider the possibility of sit-stand desks in your home office. Sitting all day leads to a very sedentary work style. Sit-stand desks encourage you to stand up throughout the day. If a sit-stand desk can not be procured, consider scheduling mini-breaks throughout the day to stand up and move around.

Well-being: Part 2

Rest and stretch

You are not taking periodic rest and stretch breaks throughout the day.

Rest and stretch breaks are important! While working at your computer workstation, resting and stretching both your body and eyes. - Take a brief break (1-2 minutes) every half hour or as needed and stand up, change your body position, or stretch. - With your eyes, trace the outline of the room several times to give the eye muscles a change of pace. - After two hours of seated computer work, a 15-minute break is recommended. During this break, do something different such as phone calls, filing, or other work.

Fire Safety

Title

Description

Actioned

Fire Safety

Use a surge protector

Electronics are not plugged into a surge protector.

Surge protectors are a simple way to protect your electronics. They should be used when making electrical connections to protect equipment against changes in power supply.

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