

Part A

Working from Home Safety and Wellbeing Checklist

The following checklist must be filled out and sent to HR with photographs of the work area at home.

Employee's Name	
Department	
Phone Number	

1. Work Environment	Yes	No
Designated Work Area		
• A designated work/study area has been identified which provides sufficient clear space to enable the employee to have full range of movement required to work without risk of strain or injury.	<input type="checkbox"/>	<input type="checkbox"/>
• There are no trip hazards (e.g. cabling, mats, clutter)	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Conditions		
• Lighting is adequate for the tasks being performed (i.e. easy to see and comfortable on the eyes)	<input type="checkbox"/>	<input type="checkbox"/>
• Glare and reflection can be controlled	<input type="checkbox"/>	<input type="checkbox"/>
• Ventilation and room temperature can be controlled, regardless of season (i.e. I feel comfortable with the room temperature and air flow)	<input type="checkbox"/>	<input type="checkbox"/>
• There is no excessive noise affecting the work area	<input type="checkbox"/>	<input type="checkbox"/>
• Non-smoking environment	<input type="checkbox"/>	<input type="checkbox"/>
• For double storey homes, it is recommended that all work is undertaken on the ground floor or same level where practicable.		
o There are appropriate amenities (e.g. kitchen, bathroom)	<input type="checkbox"/>	<input type="checkbox"/>
o Stairs (if any) contain a continuous handrail from top to bottom	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exit		
• Path to the exit is reasonably direct	<input type="checkbox"/>	<input type="checkbox"/>
• Path to the exit is sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage	<input type="checkbox"/>	<input type="checkbox"/>

Security		
• Security is sufficient to prevent unauthorised entry by intruders	<input type="checkbox"/>	<input type="checkbox"/>
Electrical		
• Power outlets are not overloaded with double adapters and power boards	<input type="checkbox"/>	<input type="checkbox"/>
• Earth leakage circuit protection is in place for work related equipment	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical cords are safely stowed	<input type="checkbox"/>	<input type="checkbox"/>
• Connectors, plugs and outlet sockets are in a safe condition	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical equipment is free from any obvious external damage	<input type="checkbox"/>	<input type="checkbox"/>
2. Workstation Set Up		
	Yes	No
Work Surface		
• The area of the work surface is adequate for the tasks to be performed (i.e. similar work space to that used while the person is at the office)	<input type="checkbox"/>	<input type="checkbox"/>
• A document holder is used if transcribing information from hard copy to computer or if referring to reference material for prolonged periods	<input type="checkbox"/>	<input type="checkbox"/>
• The most frequently used items are within easy reach from the seated position	<input type="checkbox"/>	<input type="checkbox"/>
• There are no sharp contact points on the workstation or other equipment	<input type="checkbox"/>	<input type="checkbox"/>
Chair		
• The seat height, seat tilt, angle and back rest are all adjustable	<input type="checkbox"/>	<input type="checkbox"/>
• The chair has a 5-point base to ensure stability (does not slip or roll) on the floor	<input type="checkbox"/>	<input type="checkbox"/>
• There is adequate lumbar support and padding	<input type="checkbox"/>	<input type="checkbox"/>
• The chair height is adjusted so that feet are flat on the floor and knees are bent at right angles with thighs parallel to the floor	<input type="checkbox"/>	<input type="checkbox"/>
• The seat back is adjusted to support the lumbar curve of the lower back	<input type="checkbox"/>	<input type="checkbox"/>
• The seat pan tilt is adjusted so that hips and tops of thighs are at right angles or slightly greater	<input type="checkbox"/>	<input type="checkbox"/>
• Chair arms are not present or are low enough to easily clear the desk	<input type="checkbox"/>	<input type="checkbox"/>
Desk		
• The desk/table is at a suitable height	<input type="checkbox"/>	<input type="checkbox"/>
• There is adequate leg room under the desk, and no clutter	<input type="checkbox"/>	<input type="checkbox"/>
• A footrest is available if needed	<input type="checkbox"/>	<input type="checkbox"/>

Keyboard and Mouse

- Keyboard to user distance allows user to relax shoulders with elbows close to the body

- Keyboard position is flat and in front of the screen

- Mouse is placed directly next to the keyboard, fits hand comfortably and works freely

- Mouse is at same level as the keyboard

Monitor

- Monitor height is adjusted so top of the screen is level with or at slightly lower height than eye level (approx. 400mm above the work surface)

- Monitor is approx. arm's length from user

- Monitor is positioned to avoid glare, i.e. perpendicular to window or other strong light source

Laptop (complete if applicable)

- In the event of using a laptop computer:
A laptop stand is used to raise the monitor to the person's eyes

3. Nature of Tasks Yes No

Physical Demands of Tasks

- Safe posture is adopted

- Any lifting, pushing or carrying type task is well within physical capacity (i.e. my work does not involve physically heavy, overly repetitious or demanding tasks)

Work Practices

- Wrists are kept straight and not supported on surface while typing

- Sitting posture is upright or slightly reclined, with lower back supported

- The telephone is within easy reach from the seated position

- Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching

4. Emergency procedures, incidents and check-in Yes No

Other

- A procedure has been established to periodically confirm with the office workplace that the home worker is safe and well

- Telephone or other communication devices are readily available to allow effective communication in an emergency situation

- Emergency contact numbers and details are known, i.e. 000 for fire, ambulance or police

- Access to first aid supplies is available

- A smoke detector is installed in/near the designated work area and is properly maintained

- Any safety incidents will be reported using the business' incident reporting system

Individual factors

- The employee's fitness and health is suitable to the tasks to be undertaken

- **Important:** Any special needs to ensure health and safety have been advised to the manager and can be accommodated (e.g. are there any pre-existing injuries, illness or disease that could be accelerated, exacerbated, aggravated, re-occur or deteriorate in performing the inherent requirements of the role – especially when working remotely from a home-based office)

5. Remote access **Yes** **No**

- A request for remote access to IT systems has been made and approved by the manager or cloud-based systems are in place to allow remote working.

6. Plan of the home-based office **Yes** **No**

- A plan/photograph of the home-based work office is attached to the checklist and includes desk layout, power outlets, telephone and lighting

Part B

Reassessment or correction to the work environment is required.

Manager to complete as necessary

(i.e. where 'No' is answered to any of the above questions in the checklist)

Checklist Item	Correction required and by who and when	Date corrected
<i>Example: Unsatisfactory chair</i>	<i>An ergonomic chair will be purchased by person requesting working from home arrangements</i>	<i>XX XX XXXX</i>

Part C

Manager's review and approval

Approval	Yes	No
<ul style="list-style-type: none"> The person listed has demonstrated the requisite degree of self-organisation, motivation, etc. to work independently from home 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> I have reviewed the checklist for the person listed and I am confident that the safety and wellbeing requirements are met to approve to work from home 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The employee understands that the costs associated with any required equipment will be borne by the employee. 	<input type="checkbox"/>	<input type="checkbox"/>

Authority to work from home cannot be granted where there are corrections required or where you have indicated a 'No' in the approval above.

Where corrections are required, **do not** sign Part C until corrections are completed and request to work from home arrangements are reviewed. Part B will need to be completed and actioned before approval is given and authority to work from home is granted.

Signed (by Manager who has HR Delegation)	
Name (Please print)	
Position	
Date	