

J.S. GREY KINDERGARTEN ASSOCIATION INC.

WORKING FROM HOME POLICY

Mandatory – Quality Area 3

PURPOSE

J.S. Grey Kindergarten recognises the benefits of flexible working arrangements to assist employees and the Service balance the demands of work with family and societal responsibilities.

Integral to the success of working from home is ensuring the responsibilities in place at the Service are carried through to the home work environment. These include, but are not limited to, work health and safety practices and procedures, privacy and confidentiality requirements, and performance expectations.

POLICY STATEMENT

1. VALUES

J.S. Grey Kindergarten has a moral and legal responsibility to provide a safe and healthy environment for employees, even when those employees are working from home. This policy reflects the importance J.S. Grey Kindergarten places on the wellbeing of employees by endeavouring to protect their health, safety and welfare, and pursuing this commitment even when employees are not working at the kindergarten.

J.S. Grey Kindergarten is committed to ensuring that:

- the management group, staff and volunteers are aware of their health and safety responsibilities as employers, employees and volunteers;
- systematic identification, assessment and control of hazards is undertaken where employees work, no matter what location;
- effective communication and consultation form a fundamental part of the management process to encourage innovative ways of reducing risk in the work environment;
- training is provided to assist staff identifying health and safety hazards which, when addressed, will lead to safer work practices; and
- it fulfils its obligations under current and future laws (in particular, the *Occupational Health and Safety Act 2004*), and that all relevant codes of practice are adopted and accepted as a minimum standard.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, persons in day to day charge, educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities of J.S. Grey Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

With the proliferation of the coronavirus COVID-19 the service provider (JS Grey Kindergarten), has adapted to offer work from home capabilities as a measure to protect its workers. Working off-site presents additional risk factors for employees which the Service is obliged to take into consideration and will be assessed in accordance with the Occupational Health and Safety policy as well as the work from home checklist.

The *Occupational Health and Safety Act 2004* (OHS Act) sets out the key principles, duties and rights in relation to workplace health and safety. The *Occupational Health and Safety Regulations 2007* specifies the ways duties imposed by the OHS Act must be undertaken and prescribes procedural/administrative matters to support the OHS Act, such as requiring licenses for specific activities, or the need to keep records or notify authorities on certain matters.

The legal duties of an **employer** under the OHS Act are:

- to provide and maintain a workplace that is safe and without risk to the health of employees. This responsibility extends to employees who work off-site or from home.
- to consult with employees about OHS matters that will, or will likely, affect employees directly, including identifying hazards and assessing risks, and making decisions about risk control measures when employees are working off-site or from home.

The OHS Act places the responsibility on **employees** for:

- taking care of their own safety and the safety of others who may be affected by their actions;
- co-operating with reasonable OHS actions taken by the employer, including following guidelines, attending OHS-related training, reporting incidents, co-operating with OHS investigations, encouraging good OHS practice for themselves and with fellow employees and others at the Service, and assisting the employer with monitoring OHS requirement in off-site working environments.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Accident Compensation Act 1985* (Vic)
- *AS/NZS 4804:2001 and 4801:2001 Occupational health and safety systems*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *National Quality Standard, Quality Area 3: Physical Environment*
- *National Quality Standard, Quality Area 7: Governance and Leadership*
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Agreed duties: The work expected to be performed by the employee and as agreed by both the employee and the Approved Provider.

Duty of care: A common law concept that refers to the responsibilities of Services to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care Services to provide children, staff, students, volunteers, contractors and anyone visiting the Service with an adequate level of care and protection against reasonable foreseeable harm and injury.

Hazard: An element with the potential to cause death, injury, illness or disease.

Hazard identification: A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.

Hazard management: A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the premises of J.S. Grey Kindergarten or while engaged in activities endorsed by J.S. Grey Kindergarten.

Harm: Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person as a consequence of exposure to a hazard.

Material safety data sheet: Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about the material such as physical properties (e.g. melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g. personal protective equipment, safe storage/disposal and management of spills).

OHS committee: A committee that facilitates co-operation between an employer and employees in instigating, developing and carrying out measures designed to ensure the health and safety of employees in the workplace.

Risk: The chance (likelihood) that a hazard will cause harm to individuals.

Risk assessment: A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of hazards in the off-site working environment, which includes working from home. Risk assessments assist in determining:

- what levels of harm can occur
- how harm can occur
- the likelihood that harm will occur.

Risk control: A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable.

Work From Home: An arrangement in which employees work in their own homes, rather than at the Service.

WHS: Work, health and safety

Work Off Site: An arrangement in which employees work at any location, rather than at the Service.

5. SOURCES AND RELATED POLICIES

Sources

- *Early Childhood Management Manual*, ELAA
- OHS in Early Childhood Services (ELAA): www.ohsinecServices.org.au
- WorkSafe Victoria: www.worksafe.vic.gov.au and <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/preparing-workplaces-covid-19>
- *Australian Government Department of Health* <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- *State Government of Victoria, Education and Training*
- *Employsure*

Service policies

- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Covid-19 Cleaning Procedures and Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Occupational Health and Safety Policy*
- *Staffing Policy*

6. PROCEDURES

6.1 INTRODUCTION

When employees carry out work at their residential premises (home) for J.S. Grey Kindergarten, the home is considered to be a workplace and the Approved Service recognises that it has health and safety duties in respect of this. Employees are still subject to the same working standards that are applied to the Company's offices regarding confidentiality, access to Company documents, absence notification, etc.

J.S. Grey Kindergarten must approve and authorise all work undertaken at home. This can only occur by formal agreement between the Committee of Management and the employee. The approval to work from home is managed on a case by case basis and each decision to provide this flexibility will be made on its own merits. No unauthorised work is to be taken off site.

The Service will only allow for work to be undertaken at home if the hazards associated with the work are identified, assessed and controlled. As you know, when approving work to be carried out at home, the Service will specify the following:

- the tasks to be performed;
- the hours of work;
- the specific location within the home where work will be carried out; and
- the furniture and equipment required to carry out the work.

Based on the above information, risks associated with working at home will be addressed via a risk management approach.

Obtaining Approval

Working from home is neither an entitlement nor a contractual right and Employees are required to speak directly with the Centre Manager regarding their working from home request. The Centre Manager may

require the employee to put their request in writing.

Approval to work from home should only be considered where it has been clearly identified that at least one of the following criteria apply:

the arrangement would enhance or maintain productivity;

- (a) there is a benefit to the Service Provider;
- (b) there would be no significant additional expenses incurred; or
- (c) working from home is an agreed condition of employment or there are valid family, personal or societal reasons.

Requests for working from home will be considered by the Committee of Management after assessing the following aspects:

- (a) suitability of the position for working from home;
- (b) the reasons for the application to work at home;
- (c) the result of the home-base WHS assessment;
- (d) the suitability of the residence (security, confidentiality); and
- (e) the past performance of the employee.

Other factors that will be considered include:

- (f) whether the duties are suitable for work at home, including the types of work and the amount of work that can be performed;
- (g) whether the employee has demonstrated the ability to work independently and without supervision to achieve required outcomes;
- (h) the maintenance of quality performance of the employee;
- (i) if the employee should be required to attend the Service for duty at agreed intervals;
- (j) the provision of career development opportunities, such as training, with appropriate consideration as to location, duration and timing
- (k) the establishment of a communication process to ensure that employees are aware of developments during the time when they are not at the Service; and
- (l) the opportunity to participate in activities such as employee meetings and other employee networking activities.

Costs associated with sourcing and supplying necessary work equipment and furniture for the home, are to be incurred by the employee. If equipment or furniture is supplied by the Approved Provider, these will remain the property of the Approved Provider and must be returned upon the employee's termination of employment and/or when the working from home arrangements cease.

Hazards

1.1 Identifying hazards Associated with Working at Home When working at home, hazards can be identified by:

- completing the Working from Home Checklist (**Attachment 1**);
- Reviewing the Employers Ergonomic Poster (**Attachment 2**);
- reviewing the tasks associated with working from home;
- observing how workers perform their tasks;
- consulting with relevant workers.

When identifying hazards associated with working at home, the Service will consider whether the following hazards are present:

Office Safety

There are a variety of hazards that may arise in an office environment which may also be present when working at home.

Drugs and alcohol

The misuse of drugs or alcohol by employees or others in their home environment can affect their own health and safety, as well as that of others.

Remote/isolated Work

Remote/isolated employees can face higher levels of exposure to hazards than employees in a controlled environment. In addition, remote/isolated employees may not have the same access to support and emergency services.

Manual Handling

Manual handling describes any work or task involving an action to lift, lower, push, pull, hold, carry, move or restrain any animate or inanimate object.

Some manual handling tasks are hazardous and may cause musculoskeletal disorders. Manual handling injuries are the most common type of workplace injuries across Australia and may occur when working at home.

Plant and equipment

Plant is any machinery, equipment, appliance, implement or tool and any component or fitting used within the workplace. Electrical equipment must only be used for its intended purpose and in a safe manner.

Plant hazards generally arise from the plant itself (e.g. moving parts, electricity), and how or where the plant is used (eg cramped space, indoor/outdoor). Plant and equipment used when working at home must meet the same safety standards as those used in the regular place of work. Operators must be competent; the equipment must be used in the way it was intended and must be maintained according to manufacturer's recommendations.

1.2 Assessing Hazards associated with working at home

As part of the risk management approach, the Service has an obligation to ensure that any hazards which pose a risk of injury to workers when working at home, are assessed to determine the seriousness of these hazards.

1.3 Safety, Damage and faults in equipment

Employees are responsible for the health and safety of any visitors, children or family members who may meet any property or equipment supplied by the Service for home working. If there are any faults in the

Service's equipment, the equipment should not be used at any time until it has been inspected and any necessary repairs have been carried out by the appropriate specialists. Employees are responsible for ensuring that any damage to equipment is reported promptly to the Service.

1.4 Controlling Hazards Associated with Working at Home

The Service will ensure, as far as reasonably practicable, that the risks associated with working at home are controlled. The process of controlling such risks will be determined in consultation with the staff who are required to work at home.

Control measures can be identified by referring to the following policies detailed within the Work Health and Safety Manual:

- Occupational Health and Safety Policy

1.5 First Aid

Employees that are working from home should ensure they have access to first aid and have an appropriately stocked first aid kit. Details of any workplace injury or illness are to be recorded on the Register of Injuries and the Centre Manager is to be notified as soon as reasonably practicable. An incident report should be completed and submitted to the Centre Manager at the earliest opportunity.

1.6 Consultation

The Service is committed to providing all employees with the opportunity to express their views and contribute to the resolution of health and safety issues that affect them. As such, the Service will consider the use of email, web-based communication platforms (eg PureCloud, Workplace, google docs etc.) and phone calls as a suitable medium for consulting with workers who are working from home.

1.7 Emergency Procedures

The Service is committed to establishing and maintaining procedures to control emergency situations that could adversely affect employees, including employees who are working at home. The emergency plans detailed in the Emergency Procedures Policy apply to those workers who are working at home. In all situations, workers must act in accordance with the relevant emergency procedures and ensure their own safety at all times.

Where working at home and affected by an emergency, an Incident and Hazard Report form is to be completed and the Centre Manager is to be notified as soon as reasonably practicable.

1.8 Workplace Inspections

The Service may conduct inspections, via video or photography, as part of the ongoing management of hazards in the workplace.

When the home is first used as a workplace, and on request by the Centre Manager, the employee will undertake an inspection using the Working from Home Checklist (Attachment 1) before commencing each new period of work from home activities and the Employers ergonomic poster (Attachment 2). Future Inspections will continue to be undertaken by the worker where required by their manager. The completed WFH checklist is to be provided to the Service prior to commencing the working from home arrangement.

1.9 Provision Of Service Equipment

The Approved Provider will identify what equipment the employee needs to work from home. This could include items such as a laptop, PC, printer, mobile telephone, internet connection and/or telephone line.

If equipment is supplied by the Service, the Service will pay for the installation and maintenance necessary for the employee to work at home. The Service will pay all consumable expenses incurred in relation to its use, including paper, cartridges, toner, telephone and internet costs. Such payments are subject to receipts, itemised bills, and other evidence that the Employer reasonably requests.

All property which is provided to the employee for the purposes of home-working must be returned immediately to the Service upon request and, in any event, immediately following the termination of employment. Failure to return such items within seven days will result in the cost of the items being deducted from any pay due to the worker.

The employee is responsible for any damage to equipment or property which the Service provides for work purposes which goes beyond ordinary wear and tear, and to any damage to the home which may result from the installation or removal of Service equipment or property.

Where any damage to Service property or equipment is as a result of employee negligence or lack of care due to employee voluntary and private use of the Service property (whether approved use or not), the Service reserves the right to insist on the employee paying for the cost of repair or make a deduction for the cost of the damage to the Service property. This is a lawful deduction allowed under the Fair Work Regulations 2009.

1.10 Confidentiality

All J.S. Grey Kindergarten business information is regarded as confidential, this includes client and staff information. Therefore, the employee must take steps to protect Service records at all times against loss, unauthorised access, alteration or destruction. For further details please refer to the J.S Grey Privacy and Confidentiality Policy.

Employees are required to take special care to secure all records and to prevent unauthorised disclosure of any Service or other business information. Information in relation to persons in day to day charge, educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities of J.S. Grey Kindergarten, including their contact information, is particularly sensitive as these entities have a legal right to expect personal information held about them to be held in utmost confidence. On behalf of the Service it is the employees legal obligation to ensure these rights are protected.

Precautions must be taken to ensure third parties, including members of the employees family, visitors or other persons visiting or residing in the home do not become aware of any information which is personal or confidential in nature. Information must not be left unattended when you are working and when materials are not in use they should be locked away in a secure place. Similar precautions must be taken when transporting documents in the course of work outside the Service.

Employees must take responsibility for destroying safely any paperwork containing confidential Service business that is no longer required. Where necessary, papers can be brought to the Approved Provider's main office for confidential shredding.

If employees have any reason to believe that Service information is lost, altered or has been accessed by any unauthorised person, the employee must report this to the Centre Manager without delay.

Use of any computer equipment owned by the Service, its software, etc. is limited to employee use alone and to Service applications only and as such information personal to employees should not be stored on the computer. Peripheral equipment such as printer and modem may not be connected to any of the Approved Provider's computers other than those issued to the employee by the Service.

1.11 Contact And Communication

The Centre Manager will agree with employees working off-site or from home, the measures that will ensure regularity of one to one supervision and other communication from the Service.

All home working staff will be required to attend team meetings and other events as specified from time to time by the Service. In the event of sickness, employees working off-site or from home must contact the Centre Manager as soon as possible on the first day of sickness and comply with all aspects of the Service's sickness reporting procedures as outlined in the Service Handbook unless otherwise directed by the Centre Manager.

1.12 Management

Management of the home worker, other than where detailed in the provisions of this policy, will not differ from the management of the Service's office-based staff.

Managers will involve their teams in devising the most appropriate methods of maintaining team cohesion and collaboration among the home and office-based staff, paying particular attention to the working relationship between the home worker and their administrative support if applicable.

1.13 Home Details

The Centre Manager must be informed immediately of any actual or potential changes to:

- employee address
- occupancy of the property by the employee and/or others
- telephone communications with the property, and
- any other changes relevant to the use of the employee home as the work base

Work, Health and Safety

The Approved Provider and Persons with Management and Control are responsible for:

The Approved Provider owes a duty of care in relation to the work, health and safety of its employees working from home.

- (a) all work, health and safety policies which apply at the employee's usual place of work, will as far as practicable, apply to the employee when they carry out their work from home.

Employees, Educators and other staff are responsible for:

Employees, educators and staff working from home must:

- (a) Complete the Working From Home Checklist (See Attachment 1) prior to commencing working from home.
- (b) take all necessary steps to eliminate or minimise hazards and risks to the employee's safety;
- (c) take all reasonable steps to safeguard their own health and safety and that of others in their home;
- (d) familiarise themselves with and comply with the Approved Provider's occupational, health and safety rules;
- (e) cooperate with the Approved Provider if the Approved Provider requests action to be taken in order to comply with the relevant work, health and safety Acts and standards;

- (f) ensure the workstation at home is confined to a specific and appropriate area, which allows their tasks to be performed and carried out in a safe environment free of hazards and risks to their safety; and
- (g) report any hazard or accident or work-related injury/illness arising out of the home based work to the Centre Manager when it occurs;.
- (h) the employee, upon the Approved Provider's request, and subject to reasonable notice being provided to the employee, will allow the Centre Manager or a person nominated by the Approved Provider to have access to their working from home location to review equipment, safety and suitability of working location. This inspection can only take place within designated working hours. The Approved Provider will inspect the home-based work site with an appropriately qualified person to ensure it complies with the Approved Provider's statutory obligations to provide for the health, safety and welfare of the employee.

The employee also agrees to cooperate with the Approved Provider in all measures to ensure that the home-based work site conforms with the acceptable work, health and safety standards.

In the event that the employee suffers or sustains an injury, all appropriate action must be taken to address and rehabilitate the injured employee.

The employee acknowledges that the Approved Provider is not responsible for any liability on the part of a third party who is not an employee of the Approved Provider.

Performance Expectations

It is expected that all employees working from home will deliver a consistent and high level of performance.

The employee must ensure that when working from home that they are contactable on the phone during business hours, and available (if necessary) to be dialled into meetings and be reading communications sent by their colleagues and the Centre Manager. Further, the employee can from time to time be expected, within reason, to attend work for important meetings and functions.

If the Committee of Management or Centre Manager has reason to believe that the employee's performance is being significantly compromised by working from home the approval to work from home can be revoked.

IT

The employee must adhere to all IT policies of the Approved Provider.

Internet access must be available from home before working from home arrangements can be agreed to.

Subject to availability, the Centre Manager will ensure that the employee has appropriate access to information technology and information systems for carrying out the agreed duties.

Security of Assets and Information

Provision for security of the Approved Provider's assets (including furniture and equipment, computers, mobile phones and other mobile technology) shall be the same as for the Approved Provider's office-based employment.

The employee agrees to ensure that Service owned assets and information will be managed and secured in accordance with the Approved Provider's information management, information confidentiality and

information and communication technology security policies. The employee agrees that suitable precautions will be taken to prevent theft or misuse of equipment and information, the unauthorised disclosure of information, or unauthorised access to Approved Provider systems.

Risk Assessment

When considering the type of work that can be done from home and the physical conditions of the location, the employee must consider multiple aspects. Please refer to the Occupational Health and Safety Policy for items to be considered in a risk assessment review of the work environment as well as the Work from Home Checklist.

Physical Activity

Repetitive movement is not continued for long periods of time without taking a break.

Breaks must involve stretching and changing of posture.

Posture is comfortable, following ergonomic principles.

Any lifting, pushing or carrying type tasks must be performed within the physical capabilities of the employee.

Trolleys or other appropriate instruments are used for heavy or awkward items.

Termination or Varying of Arrangement

The Approved Provider or the employee can terminate or vary the terms of the arrangement after discussion and by giving the other party appropriate notice.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

ATTACHMENTS

Attachment 1: Working from Home- Checklist

Attachment 2: Employsure Ergonomic Poster

AUTHORISATION

This policy was adopted by the Approved Provider of J.S. Grey Kindergarten on 11th October 2021.

REVIEW DATE: 08/10/2021

NEXT REVIEW DATE: 08/10/2022

ATTACHMENT 1:



WORKING FROM HOME CHECKLIST

The completed checklist is to be returned to the respective manager as soon as possible. Working from home is not to commence until approval has been granted by an authorised person.
 A record of this checklist is to be retained on the worker’s personnel file at the time the arrangements to work from home were approved (including the photograph of the working area).
 Where practicable, the manager may ask the worker to provide updates of the work station to satisfy the requirements of working from home. Working from home arrangements will be reviewed regularly to ensure a safe working environment is maintained.

Assessment conducted by:	
Worker details:	
Full name:	
Work from Home Address:	
Work from Home Contact Number:	Personal email:
Emergency Contact Name:	Emergency Contact Number:
Details of work to be performed:	
Agreed work from home hours/days:	Commencement date:
Job Title:	
Manager Details:	
Name:	Job Title:

Working Environment			Comments
Designated work area			
The floor of the work area is level and there is limited use of mats &/or rugs.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Environmental conditions			
Lighting is adequate for the tasks being performed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Glare and reflection can be controlled.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Ventilation and room temperature can be controlled.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Home Pets do not interfere with business activities – client phone call (noise levels), distractions, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
There is no excessive noise affecting the work area.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Walkways are clear of clutter and trip hazards	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
The work area is separate from other hazards in the home, eg hot cooking surfaces in the kitchen.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
The working area is a smoke-free environment.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Emergency exit/s			
Path to the exit is free of obstructions or trip hazards.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Safety equipment			
A first aid kit is available for use and accessible.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
A fire extinguisher is available for use.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Smoke detectors are installed and operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Security			
Security is sufficient to prevent unauthorized entry.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Communications have been established to ensure regular contact between worker and manager.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Electrical			
Power outlets are not overloaded – No double/piggy-back adaptors are to be used.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Earth leakage circuit protection is in place for work related equipment (Safety Switches are installed).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Electrical cords are safely stowed, not a trip hazard.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Workstation set up to best Ergonomic practice <input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Nature Of Tasks			
Safe posture is adopted.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Any lifting, pushing or carrying task is well within physical capacity.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Other Factors			
Communication devices are readily available to allow effective communication in an emergency situation.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Emergency contact numbers and details are known.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
A process is in place for the prompt reporting of incidents and injuries.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Arrangements are in place for person/s other than the worker to care for dependents during the worker's ordinary hours of duty.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

The worker's fitness and health are suitable to the tasks to be undertaken.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Any special needs to ensure health and safety have been advised to the Manager.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Working from home policy			Comments
Have you read the working from home policy and are you aware of your obligations	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Have communication procedures between the worker and management/colleagues been agreed upon?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Are you clear on your hours of work and tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
You are aware that you must maintain regular contact with your manager and team	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
You know that all the Company's policies and procedures are still in force	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Privacy and Confidentiality			Comments
Privacy and Confidentiality policy Have you read the privacy and confidentiality policy and are you aware of your obligations	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Do you have a means of disposing of confidential documents properly? Details of how and where confidential information will be disposed:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Do you have a secure location to store confidential information? Details of secure location:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

You have the contact details of your manager should you need to report missing information	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
You are aware that all Company documents are to be stored on your work computer or other storage approved by the Company	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Information must not be left unattended	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

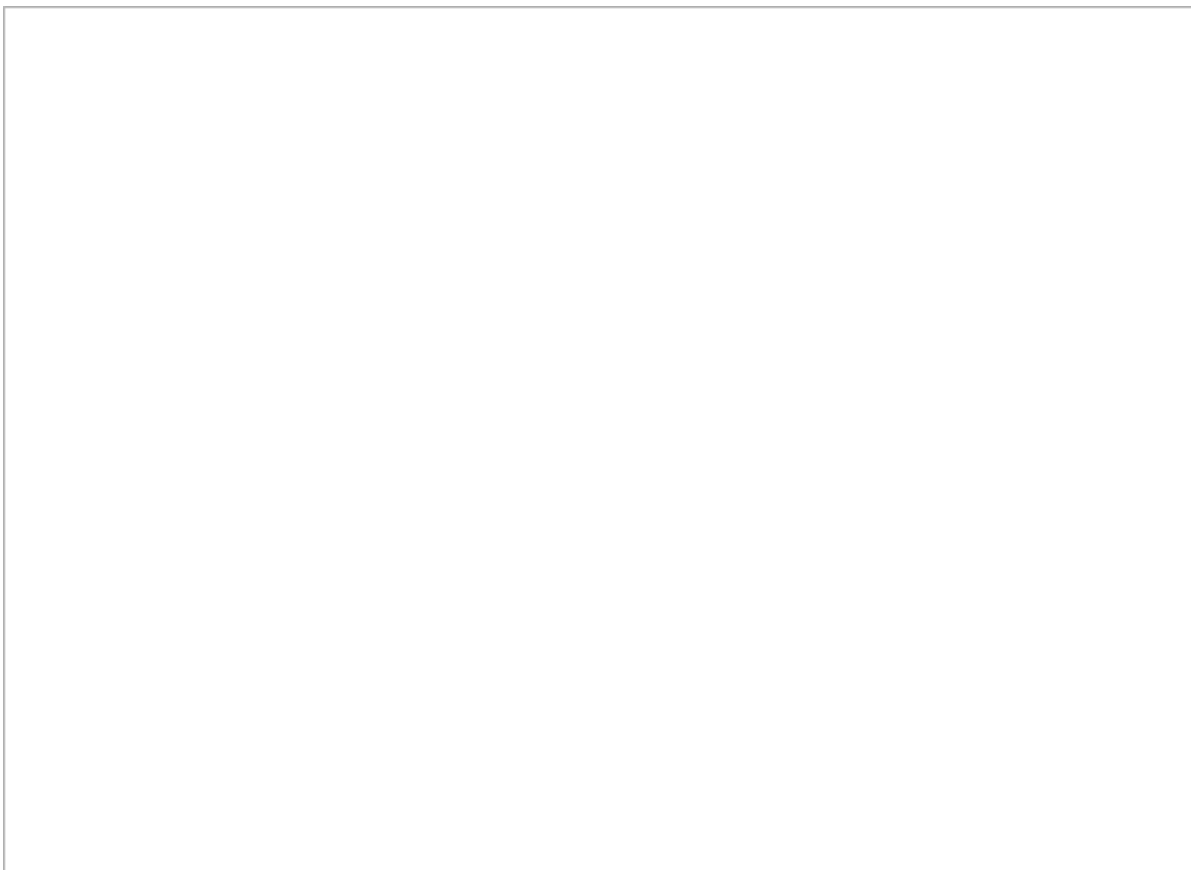
Materials in use must be locked away in a secure place	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
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Electrical cords are safely stowed and not a trip hazard.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
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Additional Notes or Corrective Actions (also review Employsure Ergonomic Poster where relevant)

Photograph of Working Area / Workstation



NOTE: *The photograph must clearly show the area where work will be performed, and all the equipment used.*

Declaration

The designated home office/working area has been reviewed and any risks to safety discussed with the authorising Manager.

The worker is aware that if there is a change to the location or condition of the workspace, the authorising manager must be informed as soon as possible, and a new checklist must be completed and placed on the worker's personnel file.

Workers Name (Please print)	Signature	Date
Authorising Manager's Name (Please print)	Signature	Date

ATTACHEMENT 2:

Employsure's workplace ergonomics tips

Steps for adjusting your workstation

1. Adjust your chair height so that your elbows rest at desktop level
2. Adjust your seat for good lower back support and use a lumbar pillow if needed
3. The tilt feature on most office chairs will ensure you are comfortably supported
4. Your feet should comfortably touch the floor in front of you. If there is strain on the back of your legs, use a foot rest
5. The top of your monitor should be at or below eye level
6. Your wrists should be straight at desk level and in line with your elbows, use a wrist rest for comfort. Arm rests should be adjusted to a comfortable level
7. Store your mouse next to your keyboard, and keep your elbows in line. Avoid resting your arms or hands on any sharp edges found on your desk
8. Ensure that your screens brightness and contrast enables clear and comfortable viewing



This poster is for guidance purposes only and should not be used as a replacement for formal ergonomics training.