WORKING FROM HOME

INFORMATION FACT SHEET

EMPLOYEE CHECK LIST	YES	NO
Has computer equipment been set up in accordance WorkSafe Australia (or similar body) guidance on computer workstations? Note: Links to relevant documents for each state/territory are at bottom of document.		
Does employee have clear instructions regarding your expectations of family members and pets access to work area?		
Have desks, chairs or other equipment been set up to avoid sprains/strains? Are they firm and stable?		
Is the work area free of slip, trip or fall hazards?		
Does work environment have clear access/egress from the area?		
Does the employee have an escape plan for emergencies? If so what is it?		
Do the noise levels in the work environment appear safe?		
Is the electrical supply equipment safe and protected by a Safety Switch (RCD)?		
Do lighting levels appear adequate for tasks?		
Are all company supplied electrical items, or items used to power supplied items tested and tagged.		
Does employee have a plan in place to maintain contact with other members of your work team to avoid feelings of social isolation?		
Is there an appropriate first aid kit within accessible reach?		
Are all safety and protective devices installed within premises tested, in date and compliant?		

Comments:

Guide for the checklist:

1) Make sure employee has clear access in and out of the room they are working in. This may be evidenced by a photo and email acknowledgment from them they will actively maintain this.

2) Emergency plan could simply be identifying the exit path/s, where they will assemble, how they will call emergency services and notify the employer. This could be evidenced via an email.

3) Desk and chair heights can be set up using the information relating to workstations in each state/ territory code of practice (weblinks below). A copy of the code of practice could be supplied to the employee along with requirement for the employee to check and acknowledge correct arrangement of workstation via an email.

4) This could be evidenced via a photo of the work area and employee confirming they have checked their work area to identify and address any issues.

5) Evidence this with photo of powerpoints being used and switchboard showing RCD. If no RCD is fitted, we recommend supplying a portable RCD for the employee to use. Instruct employees to test RCD operation regularly (via integral test button) and advise if device fails.

6) For most working from home situations, this is unlikely to be an issue, but needs to be considered if construction activities etc are nearby.

7) Ensure your employees have plans in place to reduce work distractions and potential trip hazards these may create. This includes family members (children with toys etc) and pets.

8) Each state and territory workplace health and safe regulator has recommendations regarding workstation and computer heights. These should be referred to for assessing workstation setup. This point may be addressed at the same time as point 3.

9) Consider bright/dark, glare, flickering and reflection. Levels should be comfortable to the eye and not create headache or strain over time. Employee should be able to clearly and easily see what they are working on.

10) Ensure you have processes in place to keep employees engaged and feeling supported. This is especially important for those whom live alone. Regular team catch-ups are encouraged either by phone or video meetings.

Employee and employer should sign off on the checklist once completed and any identified issues resolved.

Management approval: Yes   No   Employee approval: Yes   No
Signed: Date: Signed: Date:

Useful Weblinks
WA Codes of Practice:
First Aid Facilities and Services
Workplace amenities and Facilities
Personal Protective Clothing and Equipment