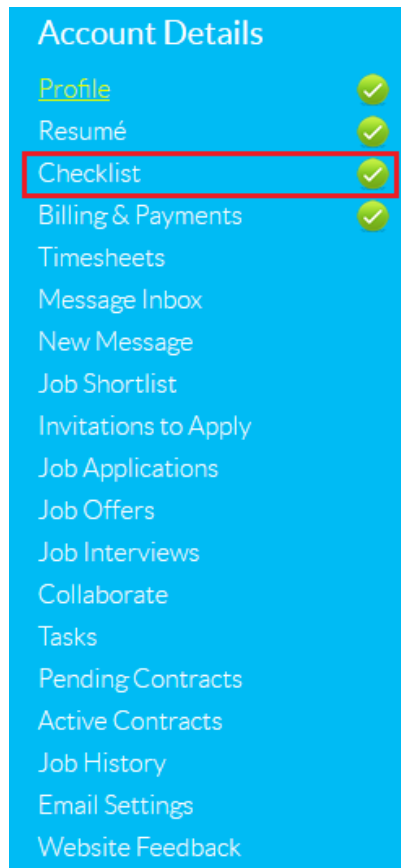


Adding your Working from Home checklist

If you have elected to work from home or remotely, you will need to complete the Working from Home checklist. There are a series of questions about the working conditions at home that you need to complete to ensure that you meet Workplace Health and Safety requirements.

- 1) To complete the checklist, first click on Checklist under the Account Details section.



- 2) Read through the questions about your Home Office Layout and select the Yes or No radio button for each question.

Working from Home Checklist

Home Office Layout

1. The layout of the workarea is suitable for the tasks *

Yes No

2. There is sufficient area in which to work *

Yes No

3. Potential for interruption of work is minimised *

Yes No

4. Walkways are clear and clutter-free *

Yes No

Electrical Equipment

5. Is all electrical equipment free from obvious external damage? *

Yes No

3) Read through the questions about your Electrical Equipment and select the Yes or No radio button for each question.

4. Walkways are clear and clutter-free *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Electrical Equipment	
5. Is all electrical equipment free from obvious external damage? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. Are there a sufficient number of power points to avoid overloading? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. Are the cords, plugs and outlet sockets in a safe condition? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
8. Smoke detector is installed and in working order *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Environmental Conditions	
9. Floor is level and no trip hazards (i.e. Cables/Mats/rugs) *	<input checked="" type="radio"/> Yes <input type="radio"/> No
10. There is no excessive noise in the work area	<input checked="" type="radio"/> Yes <input type="radio"/> No

4) Read through the questions about your Environmental Conditions and select the Yes or No radio button for each question.

8. Smoke detector is installed and in working order *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Environmental Conditions	
9. Floor is level and no trip hazards (i.e. Cables/Mats/rugs) *	<input checked="" type="radio"/> Yes <input type="radio"/> No
10. There is no excessive noise in the work area	<input checked="" type="radio"/> Yes <input type="radio"/> No
11. There is adequate ventilation and room temperature control (i.e. Air-con / heating)	<input checked="" type="radio"/> Yes <input type="radio"/> No
12. There is adequate lighting levels for the tasks *	<input checked="" type="radio"/> Yes <input type="radio"/> No
13. Glare and reflection can be controlled *	<input checked="" type="radio"/> Yes <input type="radio"/> No
14. A First Aid Kit is stored on location *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Emergency Exits and Security	
15. Access to the exit is reasonably direct *	<input checked="" type="radio"/> Yes <input type="radio"/> No

5) Read through the questions about your Emergency Exits and Security and select the Yes or No radio button for each question.

14. A First Aid Kit is stored on location *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Emergency Exits and Security	
15. Access to the exit is reasonably direct *	<input checked="" type="radio"/> Yes <input type="radio"/> No
16. Path to exit is sufficiently wide and allows unimpeded passage *	<input checked="" type="radio"/> Yes <input type="radio"/> No
17. The work area can be secured *	<input checked="" type="radio"/> Yes <input type="radio"/> No
18. Emergency contact details are known and visible *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Workstation(s) - Chair	

- 6) Read through the questions about your Workstation(s) - Chair and select the Yes or No radio button for each question.

18. Emergency contact details are known and visible * Yes No

Workstation(s) - Chair

19. Chair has 5 point base * Yes No

20. Chair is fully adjustable (i.e. height, tilt, backrest height) * Yes No

21. The chair is at an appropriate height * Yes No

22. Chair has adequate lumbar support * Yes No

23. Chair is in good condition * Yes No

24. Chair moves easily on floor surface * Yes No

25. Arm rests do not prevent close access to desk * Yes No

Workstation(s) - Desk

26. The work surface is at an appropriate height (approximately elbow height in sitting or standing) * Yes No

- 7) Read through the questions about your Workstation(s) - Desk and select the Yes or No radio button for each question.

Workstation(s) - Desk

26. The work surface is at an appropriate height (approximately elbow height in sitting or standing) * Yes No

27. There is adequate room for legs underneath work surface * Yes No

28. There is sufficient space for work tasks and equipment * Yes No

29. Frequently used items are within easy reach when seated (i.e. No excessive trunk flexion is required) * Yes No

Workstation(s) - Footrest

30. A footrest available if work surface height is non-adjustable. Feet should be Yes No

- 8) Read through the questions about your Workstation(s) - Footrest and select the Yes or No radio button for each question.

29. Frequently used items are within easy reach when seated (i.e. No excessive trunk flexion is required) * Yes No

Workstation(s) - Footrest

30. A footrest available if work surface height is non-adjustable. Feet should be flat on ground or footrest, to allow for a relaxed shoulder position when typing. * Yes No

Workstation(s) - Equipment

31. The computer monitor is approximately an arm lengths away from user * Yes No

32. The monitor in centre of field of vision, and top 1/3 of computer monitor Yes No

9) Read through the questions about your Workstation(s) - Equipment and select the Yes or No radio button for each question.

flat on ground or footrest, to allow for a relaxed shoulder position when typing.

Workstation(s) - Equipment

31. The computer monitor is approximately an arm lengths away from user * Yes No

32. The monitor in centre of field of vision, and top 1/3 of computer monitor level equal to eye level * Yes No

33. The keyboard position allows for neutral (flat) wrist position when typing * Yes No

If you answered No to any of the above questions please outline the reasons or steps that are being

10) If you have answered No to any of the questions in the checklist, you will need to provide reasons and any steps that are being taken to address the issue. Add this into the text box at the bottom of the checklist.

32. The monitor in centre of field of vision, and top 1/3 of computer monitor level equal to eye level * Yes No

33. The keyboard position allows for neutral (flat) wrist position when typing * Yes No

If you answered No to any of the above questions please outline the reasons or steps that are being taken to address the issue below:

SAVE CHANGES

11) Once you have answered all of the questions, select Save Changes.

33. The keyboard position allows for neutral (flat) wrist position when typing * Yes No

If you answered No to any of the above questions please outline the reasons or steps that are being taken to address the issue below:

SAVE CHANGES

Note: Attached below is the full list of questions from the Working from Home Checklist.

Working from Home Checklist

Home Office Layout

- 1) The layout of the workarea is suitable for the tasks
- 2) There is sufficient area in which to work
- 3) Potential for interruption of work is minimised
- 4) Walkways are clear and clutter-free

Electrical Equipment

- 5) Is all electrical equipment free from obvious external damage?
- 6) Are there a sufficient number of power points to avoid overloading?
- 7) Are the cords, plugs and outlet sockets in a safe condition?
- 8) Smoke detector is installed and in working order

Environmental Conditions

- 9) Floor is level and no trip hazards (i.e. Cables/Mats/rugs)
- 10) There is no excessive noise in the work area
- 11) There is adequate ventilation and room temperature control (i.e. Air-con / heating)
- 12) There is adequate lighting levels for the tasks
- 13) Glare and reflection can be controlled
- 14) A First Aid Kit is stored on location

Emergency Exits and Security

- 15) Access to the exit is reasonably direct
- 16) Path to exit is sufficiently wide and allows unimpeded passage
- 17) The work area can be secured
- 18) Emergency contact details are known and visible

Workstation(s) - Chair

- 19) Chair has 5 point base
- 20) Chair is fully adjustable (i.e. height, tilt, backrest height)
- 21) The chair is at an appropriate height
- 22) Chair has adequate lumbar support
- 23) Chair is in good condition
- 24) Chair moves easily on floor surface
- 25) Arm rests do not prevent close access to desk

Workstation(s) - Desk

- 26) The work surface is at an appropriate height (approximately elbow height in sitting or standing)
- 27) There is adequate room for legs underneath work surface
- 28) There is sufficient space for work tasks and equipment
- 29) Frequently used items are within easy reach when seated (i.e. No excessive trunk flexion is required)

Workstation(s) - Footrest

- 30) A footrest available if work surface height is non-adjustable. Feet should be flat on ground or footrest, to allow for a relaxed shoulder position when typing.

Workstation(s) - Equipment

- 31) The computer monitor is approximately an arm lengths away from user
- 32) The monitor in centre of field of vision, and top 1/3 of computer monitor level equal to eye level
- 33) The keyboard position allows for neutral (flat) wrist position when typing

If you answered No to any of the above questions please outline the reasons or steps that are being taken to address the issue below: