**WORKING FROM HOME CHECKLIST**

This template checklist is intended to assist member businesses develop their own workplace checklist. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

**Disclaimer**

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

WORKING FROM HOME CHECKLIST

|  |
| --- |
| WORKER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DESIGNATED WORK AREA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CHECKLIST COMPLETED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| GENERAL LAYOUT | YES | NO |
| 1. Is there a separate office/area available to work in? Where is it located in the home?
 | ❒ | ❒ |
| 1. Is the lighting in the room adequate for the tasks being performed?
 | ❒ | ❒ |
| 1. Are floor surfaces even? (e.g. no loose tiles or carpet that is torn or has ridges or holes)?
 | ❒ | ❒ |
| 1. Are there any sources of excessive or disruptive noise?
 | ❒ | ❒ |
| 1. Does the layout of the workplace allow easy access to equipment?
 | ❒ | ❒ |
| 1. Are floors clear of trip hazards on a daily basis?
 | ❒ | ❒ |
| 1. What type of work at home is proposed and is it suitable to be conducted in the home environment?
 | ❒ | ❒ |
| SUPERVISION |  |  |
| 1. Outline the supervision arrangements for this work
 |  |  |
| 1. Has the Worker received the necessary information and training to do the work safely?
 | ❒ | ❒ |
| 1. Has there been an agreement made in writing concerning work hours, work breaks etc.
 | ❒ | ❒ |
| ELECTRICAL SERVICES |  |  |
| 1. Are safety switches or earth leakage circuit breaker installed?
 | ❒ | ❒ |
| 1. Are power boards used to prevent overloading of power points and use of double adaptors?
 | ❒ | ❒ |
| 1. Are electrical leads or extension cords exposed or damaged?
 | ❒ | ❒ |
| ERGONOMICS/MANUAL HANDLING |  |  |
| 1. Is there ergonomic furniture available? Does it meet Australian Standards?
 |  |  |
| 1. Chair
 | ❒ | ❒ |
| * 1. Desk
 | ❒ | ❒ |
| * 1. Is a document holder required?
 | ❒ | ❒ |
| * 1. Is a footrest required?
 | ❒ | ❒ |
| * 1. Are laptop stands used for laptops
 | ❒ | ❒ |
| 1. Is the furniture ergonomically adjusted?
 | ❒ | ❒ |
| 1. Is the computer screen located at an appropriate height for the individual to avoid extremes of head and neck flexion?
 | ❒ | ❒ |
| 1. Are laptops connected to a docking station?
 | ❒ | ❒ |
| 1. What manual handling tasks are performed? List the control measures in place.
 | ❒ | ❒ |
| **FIRST AID/INJURY MANAGEMENT** |  |  |
| 1. Is there adequate first aid available based on the nature of the hazards?
 | ❒ | ❒ |
| 1. Is the worker aware of the company’s incident reporting procedure, who to report incidents to and has access to incident reporting forms?
 | ❒ | ❒ |
| 1. Is the worker aware of the company’s rehabilitation or injury management policy and procedures?
 | ❒ | ❒ |
| **CHEMICAL SAFETY** |  |  |
| 1. Are chemicals required to be regularly handled during work hours?

If so list the chemicals used: | ❒ | ❒ |
| 1. Are Material Safety Data Sheets (Safety data Sheets) available for any chemicals in the workplace/home?
 | ❒ | ❒ |
| **PHOTOGRAPHS** |  |  |
| 1. Are there any photos of the work area and workstation?

If so attach to document. If not, provide reasons: | ❒ | ❒ |
| ADDITIONAL COMMENTS AND ACTIONS TAKEN FOR THE ABOVE POINTS |