



Working from home checklist

D/1.1.1.2

Purpose

This checklist is to be completed by employees intending to work from home. This checklist should be completed by the employee applying to work from home and should be reviewed by the supervisor/manager prior to the employee commencing a working from home arrangement to determine if the home work area is appropriate and or if any equipment or furniture is required. It is recommended that the staff member should also attend WHS Training.

Scope

All employees (lay staff) engaged in work and activities of the Uniting Church Australia within the bounds of the Queensland Synod office, including Raymont Residential College, Alexandra Park Conference Centre and Trinity College Queensland and Ministry Agents.

Employee Details:			
Employee Name:			
Business unit:			
Phone:		Email:	

Supervisor/Manager Details:			
Supervisor/Manager Name:			
Phone:		Email:	

WHS Checklist:	
CHAIR	
The chair is easily adjusted from a seated position (Seat back height & angle, seat height)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The seat back is adjusted so the lumbar support of the chair supports the lower back	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
When chair height is adjusted appropriately, the feet are positioned on the ground	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If feet are not positioned on the ground, a foot rest is provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Seat back angle is adjusted so user is in an upright position when using keyboard	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



DESK	
Desk is large enough for the completion of mixed tasks (computer and reading / writing) (<i>At least 1600mm x 800mm</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Desk is between 680mm and 735 mm high	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If desk is height adjustable - is this easily adjusted? Adjusted so forearms are parallel to floor or angled down slightly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Desk is designed so frequent trunk twisting / rotation is not required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
User is able to sit close to workstation without any impediment (Check that the desktop is thin, chair arms are not in the way, clear leg room)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If documents are regularly referred to, they can be positioned & supported (ie. use of document holder, or desk slope) to avoid unnecessary neck movement (looking sideways / downwards).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
COMPUTER EQUIPMENT	
Equipment has been properly installed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Monitor is positioned at approximately an arms distance when in an upright seated position	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Monitor is positioned at an appropriate height (<i>neck remains in a neutral position - not required to look upwards or downwards to view monitor</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If using a laptop, this is either raised, or positioned on a docking station	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Monitor is positioned away from direct light sources and is free from glare / reflection	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Elbows remain close to side of body when keyboard and mouse are utilised	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Mouse is at the same level as the keyboard	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Separate keyboard and mouse used if utilising laptop computer for extended periods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
ELECTRICAL SAFETY	
Is all electrical equipment and cords free from obvious external damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there a sufficient number of power points to avoid overloading? DOUBLE ADAPTORS ARE NOT TO BE USED.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Power boards are surge and overload protected and preferably individually switched?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are connectors, plugs and outlet sockets in a safe condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do the premises have an RCD (safety switch) If so when was it last tested? Date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



GENERAL ENVIRONMENT	
Lighting is adequate (able to read / refer to documentation without eye strain) and no shadows are cast on the work surface.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Noise levels are not distracting from task concentration	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ventilation (natural or artificial) is adequate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Corridors and passageways are free of slip / trip hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Security at the premises is sufficient to prevent unauthorised entry?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
UCAQ property will be secure and information maintained in a confidential manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ensure regular stretch breaks and meal breaks as per normal	
EMERGENCY MANAGEMENT	
Is a copy of UCAQ's emergency management plan easily accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there reasonable access to first aid, or, has a first aid kit been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there clear unobstructed access to an exit at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Smoke alarms are installed, tested and in working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Fire extinguisher (Dry Chemical or Carbon Dioxide) is available and emergency contact numbers easily accessible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
DATE COMPLETED:	

Actions or equipment required:

List any actions or equipment (eg. document holder, monitor stand) or modifications (e.g. workstation adjustments) required:

Date by which actions will be implemented: / /

Person responsible: _____

For further information contact Synod WHS Manager.

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



Signatures:		
Employee:	Signature:	Date:
Supervisor/Manager:	Signature:	Date:

WHS Review:		
Date Received:		
Comments:		
Is a risk management plan required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
WHS Manager	Signature:	Date:

Related documents

D/1.1.14 Working from Home – WHS

Definitions

Nil

Revisions

Document number		D/1.1.1.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	10.03.2020	Executive Director Strategic Resources and Assurance	10.03.2020	WHS Manager	WHS Manager
Next scheduled review		10.03.2021			