



Working from Home – WHS

D/1.1.16

Purpose

The Uniting Church in Australia, Queensland Synod is committed to fostering flexibility in work and working arrangements that comply with relevant Work Health and Safety obligations to achieve a balance between work and caring responsibilities.

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.

Procedure

1. Working from Home assessment criteria

All Supervisors/Managers are responsible for making a decision regarding a working from home request from an employee based on the following criteria;

- The effect on the workplace and other employees should the request be approved
- The working from home arrangement complies with the *Work Health and Safety Act 2011*
- The financial impact of approving the request including the impact on efficiency, productivity and other requirements.
- The practicality or otherwise of the working from home arrangement that may need to be put into place to accommodate the employee's request
- The duration and the specific need to work from home particularly if it is an ad hoc request to fulfil a family responsibility
- What arrangements will be in place to connect with the employee on a regular basis, e.g. call in procedure

2. Employees working from home will ensure:

- All incidents and near misses must be reported immediately to the Supervisor/Manager and as soon as practicable an incident report is to be completed and copied to the WHS Manager
- They take regular stretch breaks and meal breaks as per normal
- That communication devices such as a mobile phones are easily accessible at all times
- That all property and confidential information of the UCAQ is stored appropriately and confidentially.

Completion of the working from Home Request Form

All employees requesting to work from home must complete the D/1.1.1.2 Working from Home Checklist and submit it to their Supervisor/Manager as part of their request to work from home, except where the working from home arrangement is an immediate need to fulfil a family responsibility.

Related documents

D/1.1.1.2 Working from Home Checklist



Definitions

Nil

Revisions

Document number		D/1.1.16			
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			