

## Example Checklist for Working at Home

This is a sample checklist to assist you assess and eliminate or minimise any hazards associated with working from home. It lists general considerations to which you should have regard and should be adapted to suit the particular worker, work and workplace in question. This checklist is to be completed by staff members intending to work from home. Please print, complete, sign and return to your supervisor.

You must contact your supervisor immediately if you are unable to tick “yes” to all items on this checklist to discuss alternative arrangements.

**Name:**

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**Position:**

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PHYSICAL LAY OUT & ERGONOMICS	YES
Ensure the computer screen is not facing an uncovered window or any other source of glare	<input type="checkbox"/>
Ensure that the area is properly ventilated	<input type="checkbox"/>
Ensure that overhead lighting casts satisfactory light	<input type="checkbox"/>
Ensure that the work area and items to be used are appropriate and laid out so as to prevent twisting or lifting	<input type="checkbox"/>
Ensure access to the area is free from obstacles	<input type="checkbox"/>
Ensure the absence of slip and trip hazards	<input type="checkbox"/>
Ensure noise level is not too loud or too soft to impair concentration	<input type="checkbox"/>
Ensure thermal comfort is adequate	<input type="checkbox"/>
Ensure adequate storage for work items, including ensuring that confidential materials are kept free from unauthorised access	<input type="checkbox"/>
Ensure that seat back height and width are adjustable	<input type="checkbox"/>
Ensure appropriate style of seat	<input type="checkbox"/>
Ensure that chair has adjustable armrests that allow the wrists to be parallel to the floor or angles slightly down	<input type="checkbox"/>
Ensure that feet can rest comfortably on the floor with knees bent at 90 degrees or that a footstool is used	<input type="checkbox"/>
Ensure that the desk is large enough for the completion of mixed tasks (computer and reading/writing)	<input type="checkbox"/>
Use a desk that does not require frequent trunk twisting / rotation	<input type="checkbox"/>
Ensure that documents and other work items (such as telephones and screens) are positioned and supported to avoid unnecessary neck movement	<input type="checkbox"/>
Ensure the top of the computer screen is at eye level when seated in the chair	<input type="checkbox"/>
Ensure the keyboard is straight on the desk and in line with the body and the monitor	<input type="checkbox"/>
Ensure that the monitor is at least at arms distance when seated in front	<input type="checkbox"/>
Ensure functioning smoke detector and smoke alarm are installed	<input type="checkbox"/>

Ensure access to appropriate fire fighting systems	<input type="checkbox"/>
If using a laptop, ensure that it is either raised, or is positioned at a comfortable level	<input type="checkbox"/>
Ensure that the characters on the computer display set at an appropriate size and colour for reading	<input type="checkbox"/>
Ensure that the mouse is being used at the same level and as close as possible to the keyboard	<input type="checkbox"/>
Ensure that appropriate first-aid supplies are available	<input type="checkbox"/>
Ensure that the work area is appropriately protected against fire; For example, by way of a smoke detector that is properly installed and maintained	<input type="checkbox"/>
Ensure that electrical equipment is configured with surge protection and maintained so as to prevent electric shocks	<input type="checkbox"/>
Ensure all electrical cords and connections are safe and in good working order	<input type="checkbox"/>
Are power boards being used? Double adapters are not appropriate	<input type="checkbox"/>
Ensure that the work area is segregated from other hazards in the home, for example, hot cooking surfaces in the kitchen	<input type="checkbox"/>
Ensure that the area is a non-smoking environment	<input type="checkbox"/>
Ensure that the path to the exit is reasonable direct and sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage	<input type="checkbox"/>
<b>PHYSICAL PRACTICES</b>	
Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching	<input type="checkbox"/>
<b>REMAINING IN TOUCH</b>	
Maintain regular contact between you and your manager	<input type="checkbox"/>
Ensure that emergency contact numbers and details are known	<input type="checkbox"/>
Ensure that workplace incidents (such as injuries or illnesses) are immediately reported to your supervisor	<input type="checkbox"/>
<b>OTHER FACTORS</b>	
Ensure that arrangements are in place for person(s) other than the employee to care for persons dependent on the employee during the employee's ordinary hours of duty	<input type="checkbox"/>
Ensure that the employee's fitness and health are suitable to the tasks to be undertaken	<input type="checkbox"/>

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Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of employee (print)