

Working from Home, Work Health & Safety Checklist

The following guidance and checklist provide a WHS risk assessment when working from home for computer-based activities. The employee must complete the checklist prior to commencing work from home. If safety issues are found, they must work with their manager to resolve.

Employee to Complete			
Name	Title		
Department	Date of Assessment	/	/

Work Environment

Communication	Yes	No
A communications procedure has been established to ensure regular contact between both the employee and manager and other team members as relevant.		
Telephone or other communication devices are readily available to allow effective communication in an emergency		
Emergency contact numbers and details are known i.e. 000 Ambulance, Fire or Police		
Employee knows who to report any work-related injury, accident or illness		
Electrical	Yes	No
Power outlets are not overloaded with double adapters and excessive power boards.		
Any power boards used have individual isolating switches on them		
Earth leakage circuit and surge protection is in place for work related equipment		
Electrical cords can be safely stowed and/or tidied together.		
Electrical equipment is free from any obvious external damage - no visible loose wires etc		
Connectors, plugs and outlet sockets are in safe working order with no loose wires or fittings		
Electrical Equipment used for work is properly tagged and tested		

Emergency Exit	Yes	No
The path from the work area to an outside exit is reasonably direct		
The path from the work area to the nearest outside exit is free of obstructions or trip hazards to allow unimpeded passage.		

Environmental Conditions	Yes	No
Lighting is adequate for the tasks being performed.		
Glare and reflection can be controlled		
The floor of the work area is level and there is limited use of mats/rugs		
Ventilation and room temperature can be controlled, regardless of season		
There is no excessive noise affecting the work area		
Walkways are clear of clutter and trip hazards such as trailing electrical cords		
The work area is segregated from other hazards in the home - ie hot cooking surfaces in the kitchen		
The work area and surrounds are a Non-Smoking Environment		

Safety Equipment & Security Checklist	Yes	No
The work area contains a first aid kit		
A smoke detector is installed in/near the work area and is working		
Security is sufficient to prevent unauthorised entry (there is a lock on the door)		
Company documents and information can be secured safely (ie a lockable cabinet)		
Company documents and information can be disposed of securely.		

Workstation Set Up

Work Surface	Yes	No
There is adequate leg space under the workstation or table		
A footrest is available if needed		
There are no sharp contact points on the workstation or other equipment		
From the seated position, the most frequently used items are within easy reach		

Chair	Yes	No
The seat height, seat tilt, angle and back rest are all adjustable		
The chair has a stable base (preferably five-star configuration)		
The chair moves freely		
When seated feet are flat on the floor or on a footrest so that knees are bent at right angles and thighs are horizontal to the floor		
The seat height is adjusted so that arms and forearms are at right angles or slightly greater and forearms and hands form straight lines when resting on the keyboard		
There is adequate lumbar support		
The chairs padding is adequate		

Keyboard and Mouse	Yes	No
Keyboard position is flat		
Keyboard to user distance allows user to relax shoulders with elbows close to the body.		
Mouse is placed directly next to the keyboard		
Mouse is at the same level as the keyboard		

Monitor	Yes	No
Monitor and keyboard are placed directly and symmetrically in front of user.		
Monitor is positioned to avoid glare		
Viewing distance is between 350mm - 750mm		
Monitor height is adjusted so that the top of the screen is at or slightly lower than eye level (may need to be lower where bifocals are used).		

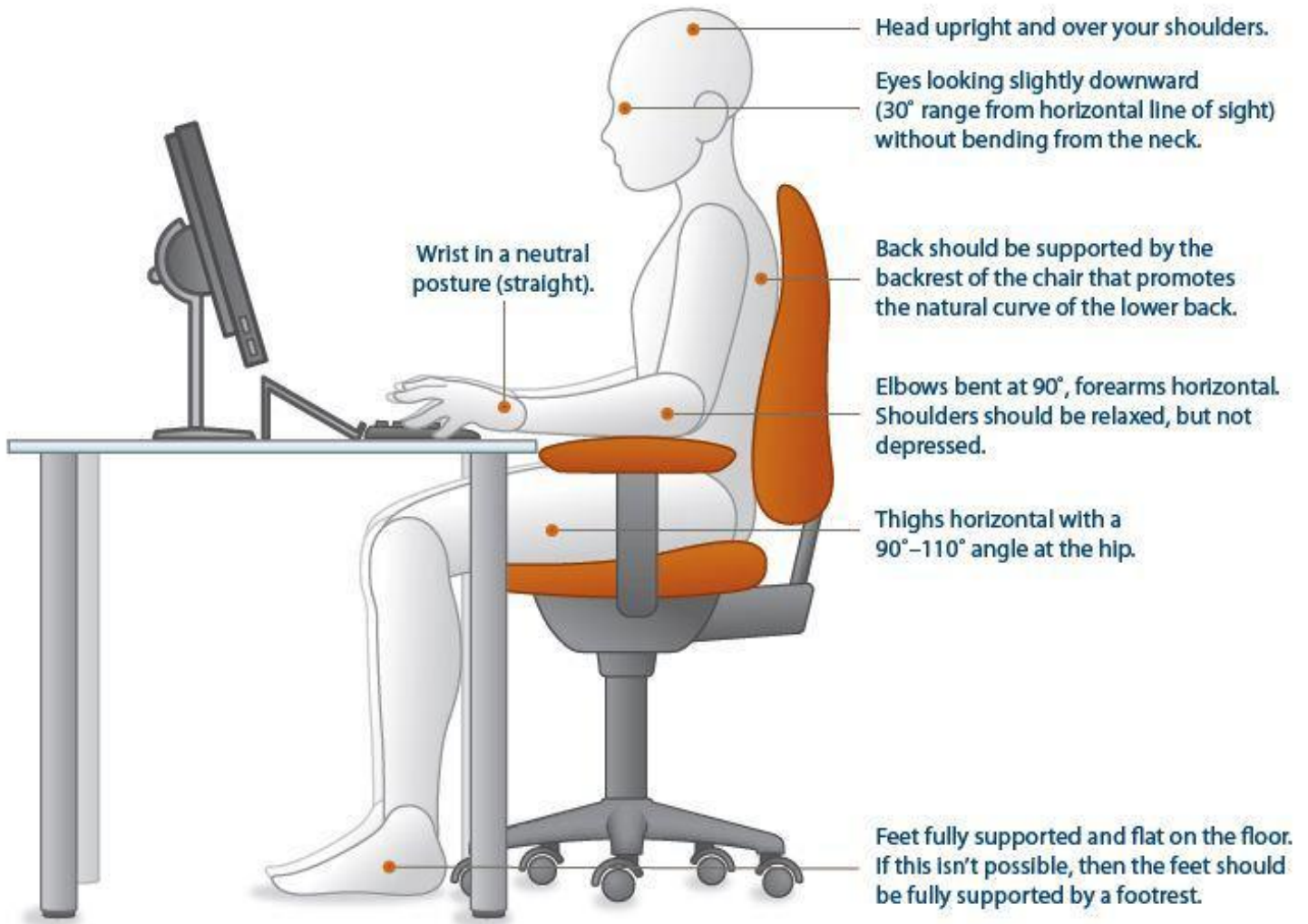
Nature of Tasks

Physical Demands of Tasks	Yes	No
Safe posture is adopted		
Any lifting, pushing or carrying type task is well within physical capacity		

Work Practices	Yes	No
Wrists are kept straight and not supported on any surface while typing		
Sitting posture is upright or slightly reclined, with lower back supported.		
Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching		
Repetitive actions are not continued for long periods without appropriate breaks. Breaks should be taken after every 30mins of keyboarding, including standing at least once per hour.		

Other Factors

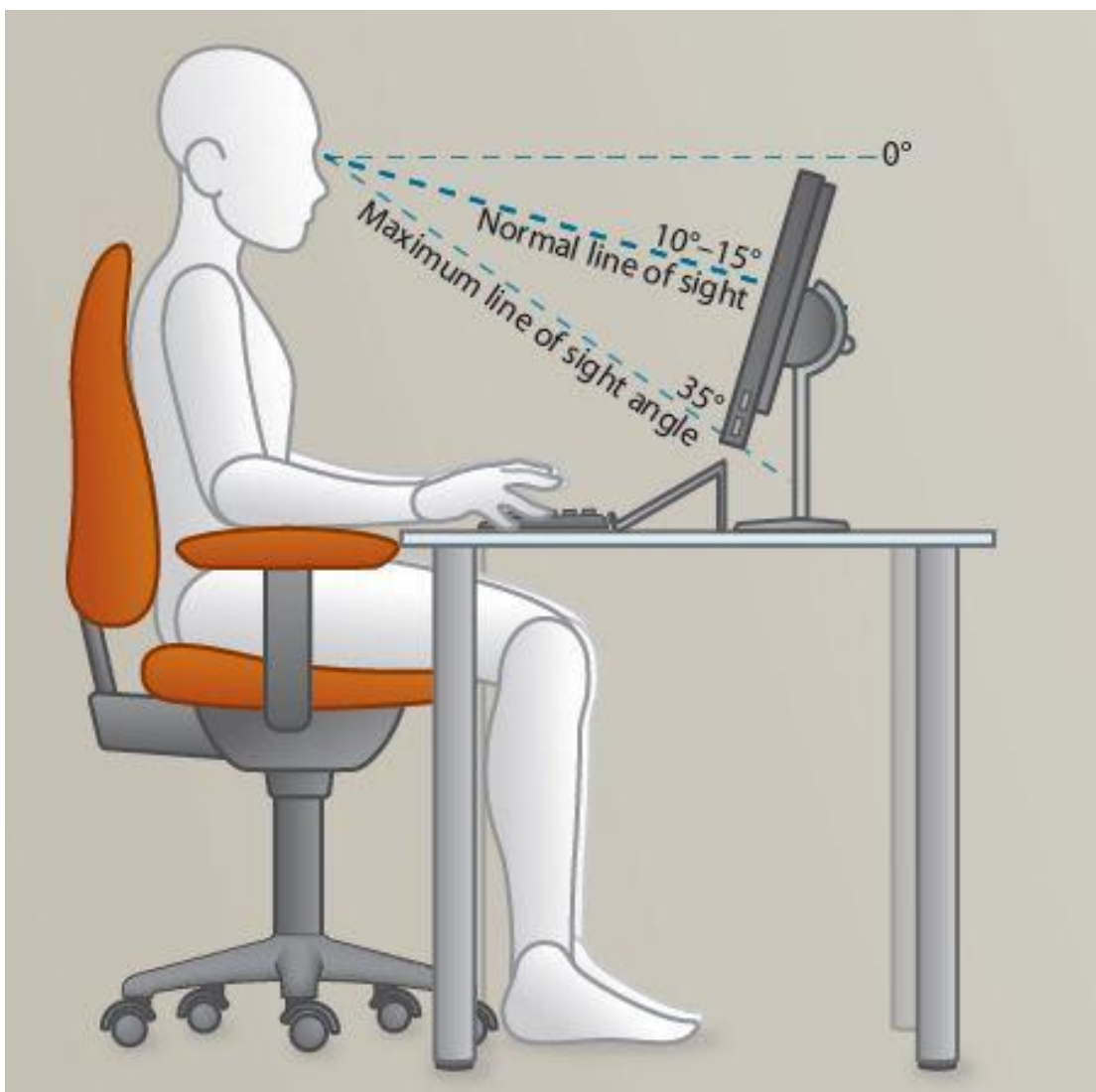
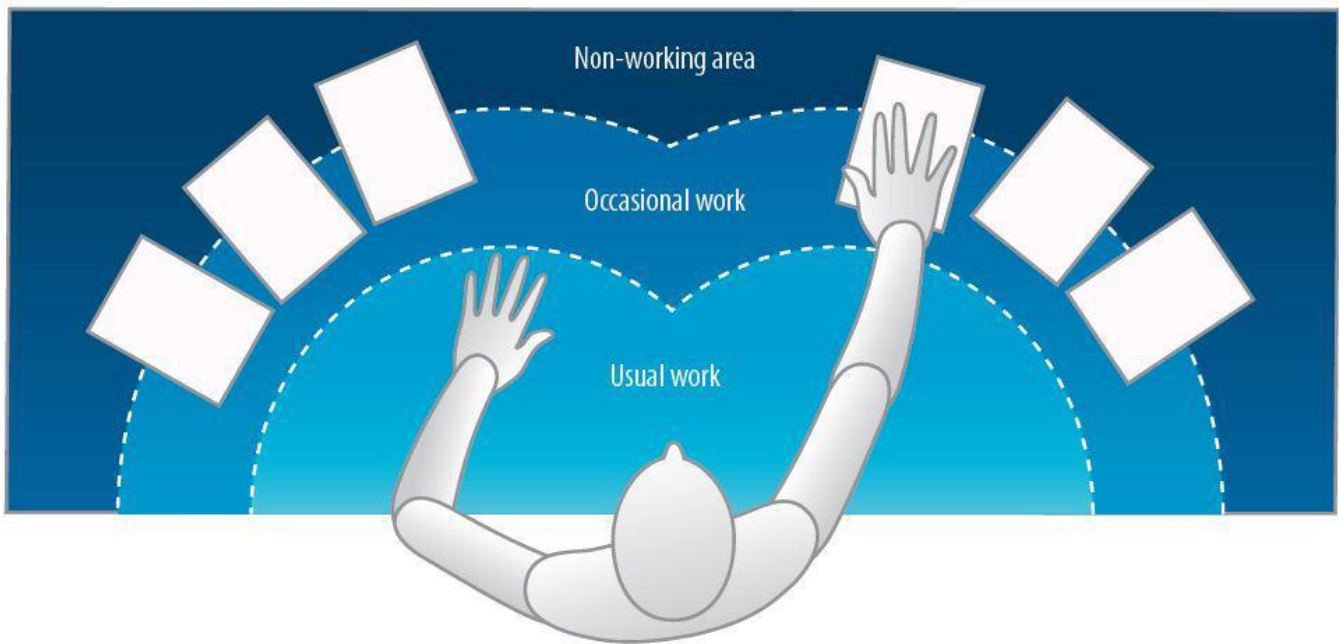
Individual Factors	Yes	No
Arrangements are in place for a person(s) other than the employee to care for persons dependent on the employee during the employee's ordinary hours of duty		
The employee's fitness and health is suitable to the tasks to be undertaken		
Any special needs to ensure health and safety has been advised to your manager.		
A process is in place for the prompt reporting of incidents, hazards or near misses.		



Awkward wrist posture



Correct wrist posture



Outcome

I have been able to assess and implement the above adjustments/work methods and am comfortable with my workstation, overall set-up and home office working environment.	True	Please sign and date at the bottom of this form
	False	I have answered no to some of these questions and have not been able to resolve the issue on my own. I need assistance with



I have received assistance and have since resolved any issues as outlined and listed above.	True	

Employee's Signature Date

Managers Signature Date