

Remember that you have a duty of care to all employees who work for you – regardless of where that work is undertaken.

If any of your employees work from home (your home or theirs), you have an obligation to make sure the work environment is safe. In other words, you must complete a risk assessment of the workplace before you allow employees to work there.

The following check-list provides a template for risk assessment when planning to work from home.

Tick the box for each risk statement below if it is accurate. Note any issues that require further attention at the end of the check-list. All of the boxes should be ticked in order to work from home.

Most of the work undertaken at home will be clerical or computer based. Refer to the “work station ergonomics checklist” when considering this type of work at home or elsewhere.

Describe the type of the work to be done from home (not all jobs can be done safely from home):

Risk Assessment

Plan the work that you will be doing and confirm the following aspects:

1. Physical Activity

- Repetitive movement is not continued for long periods without appropriate breaks.
- Breaks involve stretching and changing of posture, and possibly alternating activity.
- Posture is comfortable and in accordance with work station ergonomics checklist.
- Any lifting, pushing, or carrying type task is well within your physical capacity.
- Trolleys or other mechanisms are used for moving heavy and awkward items.
- Ergonomic check has been carried out.

2. Work Environment

- The lighting level should be sufficient for visual tasks to be completed without eye strain. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.
- Location, height and other physical characteristics of furniture and computer are suited to the task and take into consideration other factors e.g. egress routes and direction of light sources.
- Walk-ways are clear of clutter and trip hazards such as trailing electrical cords.
- The work area is segregated from other hazards in the home.
- There is sufficient ventilation and cooling, regardless of the season

Emergency egress

- Path to the exit is reasonably direct.
- Path to the exit is sufficiently wide and free of trip hazards and obstructions.

Security

- Security is sufficient to prevent unauthorised entry by intruders.

Electrical

- Power outlets are not overloaded with double adapters and power boards.
- Electrical equipment used for work is properly tested and tagged as safe 5 yearly OR all circuits protected by a safety switch (This is the case in QLD - Check your Jurisdiction)
Note: It is recommended that any electrical portable equipment used in the home office is tested and tagged, regardless if you have a safety switch installed.

4. The Individual Involved

- The worker’s fitness and health are suited to the tasks to be undertaken.
- Any special needs to ensure health and safety are accommodated.

5. Other

- Telephone or other suitable devices are readily available to allow effective communication in emergency situations.
- Emergency contact numbers and details are known i.e.000 for fire, ambulance or police as well as mobile numbers for management personnel.
- Appropriate First Aid Supplies
- Smoke alarms are installed in the work area and properly maintained to provide early warning of fire.
- A properly maintained dry-chemical or carbon dioxide fire extinguisher is on-hand and the home worker is trained how to use this equipment to extinguish minor fires.
- A system in place to ensure that incidents or accidents are being reported promptly to the supervisor.

Note on Smoke alarms

*Australian law dictates that smoke alarms are legally required in **new** homes in Australia and to be installed in all bedrooms and at each level of the house. The building code in your jurisdiction will determine if you are legally required to have smoke alarms in the building or not. If not, consider if having a smoke alarm will assist in making the workplace safe and therefore fulfilling your duty of care.*

List actions or equipment required to work safely from home:

	Name	Signature	Date
Employee			
Manager			