



COVID-19 Outbreak

WORKING FROM HOME

WORK HEALTH AND SAFETY CHECKLIST

This Work Health and Safety (WHS) Checklist is designed to help Managers & Workers assess health and safety risks in the home.

It is recommended that, where practicable, a personal home inspection is conducted prior to approving the working from home arrangements. Where an independent inspection is not practicable, the inspection should be carried out by the worker and discussed with the employing entity.

WORK ENVIRONMENT

Is the floor of the work area level and is there limited use of mats/or rugs?	YES	NO
Is the lighting adequate for the tasks being performed?	YES	NO
Is the work easy to see and comfortable on the eyes?	YES	NO
Can glare and reflection be controlled?	YES	NO
Can ventilation and room temperature be controlled, regardless of season?	YES	NO
Is there excessive noise affecting the work area?	YES	NO
Are walkways clear of clutter and trip hazards, such as trailing electrical cords?	YES	NO
Is the working area segregated from other hazards in the home, for example hot cooking surfaces in the kitchen?	YES	NO
Is the path to the exit reasonably direct?	YES	NO
Is the path to the exit sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage?	YES	NO
Does the work area contain a first aid kit?	YES	NO
Is a smoke detector installed in/near the work area and is properly maintained?	YES	NO

Is security sufficient enough to prevent unauthorised entry?	YES	NO
Has a communications procedure been established to ensure regular contact between employee and manager?	YES	NO
Can the work area be secured?	YES	NO
Are power outlets overloaded with double adapters and power boards?	YES	NO
Are electrical cords safely stowed?	YES	NO
Are connectors, plugs and outlet sockets in safe working order?	YES	NO
Is electrical equipment free from any obvious external damage?	YES	NO

WORKSTATION SETUP

Is there adequate leg space under the workstation?	YES	NO
From the seated position, are the most frequently used items within easy reach?	YES	NO
Is the seat height, seat tilt, angle and back rest all adjustable?	YES	NO
Does the chair have a stable base (preferably 5 star)?	YES	NO
Does the chair move freely?	YES	NO
Is there adequate lumbar support?	YES	NO
Is the seat back adjusted to support the lumbar curve of the lower back?	YES	NO
Are the feet flat on the floor or on a footrest so that knees are bent at right angles and thighs are horizontal to floor?	YES	NO
Does the keyboard to user distance allow the user to relax shoulders with elbows close to the body?	YES	NO
Is the keyboard position flat?	YES	NO
If using a separate mouse, is it placed directly next to the keyboard?	YES	NO
If you are using a monitor, is the height adjusted so the top of screen is at or slightly lower than eye level (may need to be lower where bifocals are used)?	YES	NO
If you are using a monitor, is the keyboard placed directly and symmetrically in front?	YES	NO

NATURE OF TASKS

Are any lifting, pushing or carrying type task well within your physical capacity?	YES	NO
Are wrists kept straight and not supported on any surface while typing?	YES	NO
Is sitting posture upright or slightly reclined, with lower back supported?	YES	NO
Are long periods of continuous activity broken by performing other tasks, changing position, standing up and stretching?	YES	NO
Are repetitive actions not continued for long periods without appropriate breaks?	YES	NO

OTHER FACTORS

Are telephone or other communication devices readily available to allow effective communication in an emergency situation?	YES	NO
Are emergency contact numbers and details known?	YES	NO
Is a process in place for the prompt reporting of incidents?	YES	NO

Having workers working from home can be an unfamiliar process for many businesses, others may simply benefit from a refresh on what they need to do to keep their workers safe.

WorkPro can help.

WORKING SAFELY FROM A HOME OFFICE: INDUCTION MODULE

Our new Induction module **“Working safely from a home office”** provides an overview of how to keep yourself safe when working from a home office.

Generally people are familiar with their own home and inherently understand the risks and hazards of their home environment. This module outlines how to stay safe and what to be mindful of when you are working from home, either temporarily or as an agreed employment arrangement.

If you'd like access to this learning module, contact us on **1300 975 776** or email: **info@workpro.com.au**



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INDUCTIONS AND e-LEARNING



BACKGROUND CHECKS



LICENCE MANAGEMENT



DOCUMENT MANAGEMENT

WorkPro is Australia's only all-in-one online platform that centralises key compliance employment functions including the Fair work Statement, working rights check, background checks, work health and safety inductions, and a licence/ticket/document management function.