Working From Home: Employers' Checklist

STAGE 1 – POSITION	
GUIDANCE INFO The employer's checklist provisions contained in this document are to be used in the preparation of an agreement for a worker who is to undertake home based work. The working from home agreement is a voluntary and cooperative arrangement. The terms and conditions of employment between the employer and worker that apply at the worker's place of work also apply at the home based work site. Policies and procedures should be developed to cover any health and safety issues relating to working from home including job design, hours of work, breaks and task variations. The employer has a duty of care to workers to ensure health and safety extends beyond the place of business which includes anywhere where the employer requires or permits the worker to perform work, including the workers' home.	
• **Has the business considered the risk of workers working from home? e.g.** ✓ **Security of the worker** ✓ **Productivity/efficiency** ✓ **Consultation/Communication**	☐
• **Has the business a Working From Home Policy that outlines the business' stance on working from home?**	☐
• **In line with the Working From Home Policy, has the business a detailed procedure outlining the roles/responsibilities of both parties?**	☐
• **Has the business provided the Working From Home Policy to the worker requesting to work from home?**	☐
• **Does the working from Home policy/procedure contain a Working From Home Request form?**	☐
• **Has the business considered the effects (if any) if the worker is working alone?**	☐
• **Has the business considered what systems (if any) need to be implemented for worker working alone?**	☐
• **Has the business considered what equipment will be necessary for a worker to undertake work at home and what costs (if any) are involved?**	☐

STAGE 2 - REQUEST	
GUIDANCE INFO A formal request by way of an agreement should be made by the worker who will be working from home. The formal agreement should include the days and hours the worker will be working from home. A written response to decline or accept the request should be provided within 21 days.	
Is there a form available for the worker to request working from home arrangements?	☐
If yes, does the form include: • **Reason for requesting to work from home** • **Start/End Date for working from home arrangements** • **Working from home days (patterns of days to be worked at home)** • **Start/finish times when working from home**	 ☐ ☐ ☐ ☐

• **What duties will be performed at home** • **Has the worker agreed to a formal assessment of the work area**	☐ ☐
STAGE 3 - AUTHORISATION	
GUIDANCE INFO On receiving a signed request form, a decision should be made to either grant or deny working from home. Authorisation of working from home must be completed prior to any worker commencing to work from home. The employer has a duty to consult with the worker throughout the process to ensure they meet their health and safety obligations.	
Is there a process to authorise the worker to work from home?	☐
If yes, does the process include: • **Receiving a signed copy of the request form which details all relevant information i.e. days working from home/hours etc.** • **Confirmation with worker on when a Risk Assessment/OHS review will be conducted within the home.** • **Review date of Working From Home request.** • **Confirmation of what equipment/IT is required for a worker to work from home** • **Confirmation of communication processes that will take place with the worker working from home.** • **Reporting structure, including how the worker will report incidents/injuries, sickness.** • **Has consultation with the worker occurred?**	☐ ☐ ☐ ☐ ☐ ☐ ☐
STAGE 4 - REVIEW	
GUIDANCE INFO A process should be implemented to ensure a review is conducted regarding the working from home request. Monitoring the arrangement to ensue effectiveness of the worker working from home, assessing the performance of work/tasks.	
IS there a process in place to review the Working From Home arrangement?	
If yes, the review should include; • **An agreed review date for working from home arrangements.** • **Ability to flag when a review of working from arrangements needs to be completed.** • **Confirmation of who is responsible for the review.**	☐ ☐ ☐
In order for Working from Home arrangements to work well, the worker and employer must agree to the arrangements. Consultation through the way of discussions prior to commencement of working from arrangements are necessary to ensure both parties have an understanding and clear expectations of what is required when working from home. *The employer has a Duty to Consult, Co-operate and Co-Ordinate with other Duty Holders.*	