

In light of the current situation with coronavirus disease 2019 (COVID-19), wherever possible, employees are being encouraged to work from home, should their role and duties permit them to do so. We have prepared a practical and easy-to-follow checklist that employers can use when activating a remote working plan for their workforce.



- If/when employees work from home, that home work space may be considered an extension of the employer's workplace. Therefore, employers should take steps to ensure the safety of their employees while they work from home, taking reasonable steps to eliminate or minimise associated hazards and risks to health and safety.
- While employees are working from home, employers should ensure they have reasonably practicable control measures in place to promote a healthy and safe environment. As a starting point, requiring employees to complete a checklist to ensure that their home work space is set up to promote safe and effective work is a good idea – it may also assist employees in thinking about actions they can take to ensure their own health and safety at home. Employers should then actively continue to monitor employees to ensure they are working effectively and safely in the home.
- Employers should also ensure that employees have the appropriate equipment, including a computer monitor, mouse and keyboard, as well as other appropriate IT equipment, a work chair and other necessary items.
- Employees should confirm to employers that they are willing and able to work from home, and will take reasonable steps to ensure their own wellbeing while they do, including having a designated work environment at home.
- Finally, employers should ensure that they provide employees contact details to designated persons (e.g. HR and IT) that employees may contact while they work from home if they have any issues or questions about working from home, setting up an effective and safe work environment or if they require any equipment or assistance with any equipment.

As employers are expected to take reasonable steps to ensure the safety of their employees while they are working remotely, we recommend that any employee working from home should complete an Ergonomic Self-Assessment form. We have provided a generic template, which can be adapted to your needs and used for this purpose.

Should you require further advice or assistance on activating a remote working plan for your workforce, please get in touch with a member of our employment team who would be happy to assist you further.

### Contacts



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## Background

Under applicable work health and safety legislation, employers and the employee working from home have a duty to take such measures as are practicable to ensure that the workplace, or the means of access to, or egress from, the workplace are such that exposure to hazards is minimised.

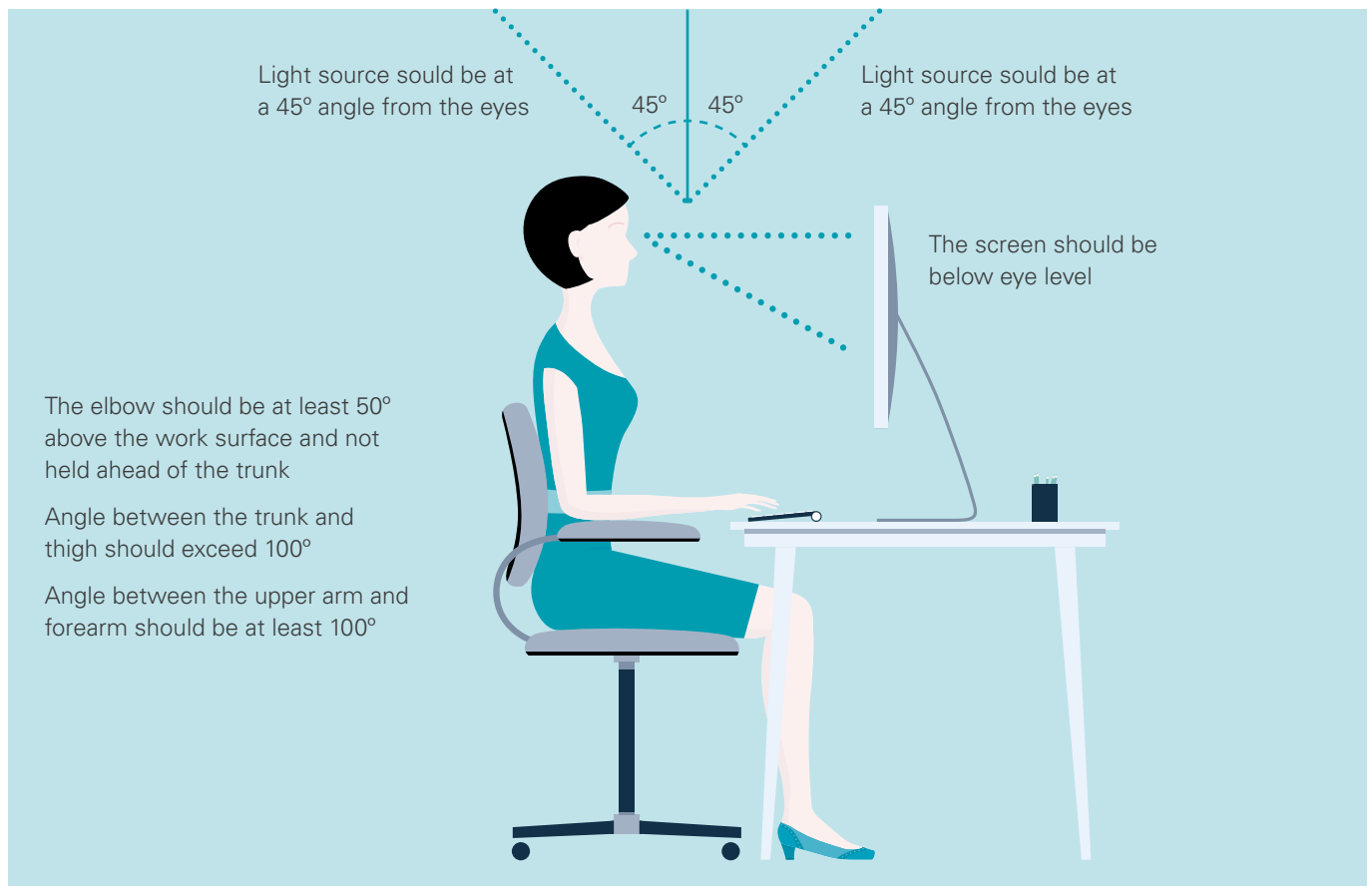
Workers compensation arrangements apply to all injuries out of or in the course of employment, whether the injury occurred while the person was working from home or at a more traditional workplace, subject to satisfying legislative requirements. Whether a home-based employee was injured at home while working will be determined using the usual sources of compensation evidence, such as reporting procedures and medical evidence. You have a legal obligation to report work-related incidents or injuries to your Human Resources team as soon as they occur or, if not practicable, within 24 hours of the incident occurring.

## How Do I Set Up an Effective Home Office?

Transitioning into working from home can often be difficult due to the demands of the home environment. Separating the responsibilities specific to the home from those of your work is often difficult to do. To make this transition easier, you should consider each of the following, as they apply to you: effective time management; creating and following a priority list; knowing when to take breaks; and rules for children and other family members of the household.

In order to protect your health and safety while working from home, your employer is required to undertake a risk assessment of your working environment at home, prior to you commencing a working from home arrangement. After the completion of the form, it is important to reassess your workstation regularly.

Please complete the following form using the diagram below as a guide and return it to Human Resources.



## Working From Home Ergonomic Self-assessment Form Template

Name	Department
Position	Supervisor/Manager
Work Ext. Number	Mobile Number
Home Tel. Number	Location of Computer Equipment e.g. kitchen table, study  Please attach a photo of your home-based work station
Home Address	

### Work Environment

	Yes	No	NA
Is lighting adequate (able to read/refer to documentation without eyestrain)?			
Are noise levels not distracting from task concentration?			
Is ventilation (natural or artificial) adequate?			

### Workstation Desk

	Yes	No	NA
Is your desk large enough for the completion of mixed tasks? (Australian Standard 4442:1997 recommendation 1600mm x 800mm)			
Are you able to sit close to the workstation without any impediment? (Check that desktop is thin, chair arms are not in the way and clear legroom)			
Are source documents located in a comfortable viewing range?			

### Chair

	Yes	No	NA
Can you get close to the workstation/desk without impediment?			
Can the chair be adjusted to the right height so work can be done comfortably?			
Is your seat height set high enough to allow you to work at the computer without hunching or raising your shoulders and allowing your forearms to be approximately parallel to the floor?			
Once seat height is set, are your feet positioned on the ground?			
If feet are not positioned on the ground, is a footrest available?			
Is the seat back angle adjusted so that you are in an upright position when using the keyboard?			

### Monitor

	Yes	No	NA
Is it positioned at approximately an arms distance when in an upright position?			
Is it positioned at an appropriate height where your neck remains in a neutral position?			
Is the screen clear and readable and without flicker?			
Is there suitable lighting so that fine detail on the screen can be seen and read?			
Are the "brightness" and "contrast" controls properly adjusted to prevent eyestrain?			

## Keyboard and Mouse

	Yes	No	NA
Do your elbows remain close to side of body when keyboard and mouse are utilised?			
Is your mouse at the same level as the keyboard?			
Do you move the mouse using gentle movement of the forearm rather than sideways movements of the wrist?			
Is a separate keyboard and mouse used if utilising a laptop computer for extended periods?			
Is your keyboard about 6-7cm from the edge of the desk?			

## Equipment Required

	Date Provided	Date Returned
Wrist rest (for pre-existing injuries only)		
Mouse gel rest pad (for pre-existing injuries only)		

## Acknowledgement

I confirm that I have conducted the above self-assessment of my home office area and have read all the information contained in this document.

I confirm that I will reassess my home work area regularly.

I confirm that I have attached a photo of my home-based workstation, supporting the above self-assessment.

I will contact Human Resources immediately, should any difficulties arise.

Name

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Date

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Signature

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### Approved by:

Name

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Date

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Signature

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