

## Working from Home Work Health & Safety Checklist Template.

IMPORTANT: This document has been prepared by Employment Hero Pty Ltd to assist employers to create workplace documents between their business and their employees. While due care has been taken in preparing the document, no responsibility is accepted by the author for the accuracy or suitability of the information contained. All liability is expressly disclaimed for any loss or damage which may arise from any person relying on, using or acting on any information contained therein.

[employmenthero.com/request-a-demo](https://employmenthero.com/request-a-demo)

Did you know you could get more?

Inside an Employment Hero account, you'd have access to the following contracts maintained and updated by employment specialists:

- 5 employment contracts (variations for employment and pay type)
- 22 template workplace policies
- 26 template letters
- 20 HR guides
- Access to HR Specialist Hotline

Book a demo to understand how we can help with your compliance obligations.

[employmenthero.com/request-a-demo](https://employmenthero.com/request-a-demo)

**Highlighted** text is to be completed with relevant information.  
**Green** text are optional clauses. Convert to match black font or delete clause if not applicable.  
**Red** text are guidance notes and need to be deleted along with this text box.

## Working from Home Work Health & Safety Checklist

<b>Employee Name:</b>
<b>Address:</b>
<b>Title:</b>
<b>Date/s or permanent arrangement</b>

While working from home, your home is considered your work environment and **Company Name** is required to ensure adequate prevention of any hazards or injuries under the Work Health & Safety Act 2012. Employees must advise **Company Name** if their remote work environment changes and/or there are increased hazards or risk of incident. Otherwise this form is valid for a period of 12 months.

**Tick each item to confirm the statement is true.**

### Manual Handling

- Repetitive actions are not continued for long periods without appropriate breaks.
- Any lifting, pushing, or carrying type task is well within the physical capacity of the person.
- Trolleys or other mechanisms are used for moving heavy and awkward items.

### Work Environment

- Level of illumination and location of lighting fixtures are suited to the activity. Note: lighting level should be sufficient for visual tasks to be completed without eye strain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.
- Worker enjoys sufficient ventilation and thermal comfort, regardless of the season.
- Location, height and other physical characteristics of furniture and computer are suited to the task and take into consideration other factors e.g., exit routes, direction of light source.
- Walkways are clear of clutter and trip hazards such as trailing electrical cords. The work area is segregated from other hazards in the home e.g., hot cooking surfaces in the kitchen.

### Emergency exits

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

**Security**

- Security is sufficient to prevent unauthorised entry by intruders.
- When working in isolation at home you will call or email in at least once each day to confirm your security.

**Electrical**

- Power outlets are not overloaded with double adapters and power boards.
- Electrical cords are secured safely.
- Earth leakage circuit protection is in place for work related equipment.
- Electrical equipment and appliances are safe to use

**Health**

- Your fitness and health are suited to the task to be undertaken from home.

**Emergencies and other incidents**

- 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, specific numbers for contacts.
- First Aid supplies are available.
- An emergency plan is in place.
- Smoke detectors are installed in the work area and properly maintained to provide early warning of fire.
- You confirm any emergency incidents will be immediately reported to your manager and the HR Manager.
- You confirm that any health and safety issues, injuries, accidents or “near misses” will be immediately reported to your manager and the HR Manager.

**Safety Equipment Checklist**

- First-aid kit available EG in NSW it must be a Type C kit. You agree to maintain the contents of the kit
- Smoke detector, properly serviced.

**Ergonomics - Chair**

- 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.

- Feet are flat on the floor or on a footrest so that knees are bent at right angles and thighs are horizontal to floor.
- Seat back is adjusted to support the lumbar curve of the low back.
- Seat pan tilt is adjusted so hips and tops of thighs are at right angles or slightly greater.
- Armrests are out of the way while typing, but may provide support during other activities (i.e. phone use, meetings, etc).

### Keyboard and Mouse

- Keyboard-to-user distance allows user to relax shoulders with elbows hanging close to body.
- Keyboard position is flat.
- Mouse-to-user distance - mouse is directly next to the keyboard.
- Mouse is on the same level as the keyboard.

### Monitor

- Monitor height is adjusted so top of screen is at or slightly lower than eye level (may need to be lower where bifocals are used).
- Viewing distance is approximately arm's distance away (350 - 750 mm).
- Monitor and keyboard are placed directly and symmetrically in front of user.
- Monitor is positioned to avoid glare (perpendicular to window or strong light source).

### Work Practices

- Short breaks or changes of activity / posture will be taken every 30 mins of keyboarding. You will stand up and stretch at least once per hour.
- At least one 30 minute break will be taken every 5 hours with total working hours not exceeding 10 hours.
- Keyboarding posture: wrists are kept straight and not supported on any surface while typing.
- Sitting posture is upright or slightly reclined posture, maintaining slight hollow in lower back.
- Confirming you are aware of the incident reporting procedure.
- Confirming you have read [insert name of any other policies / documents regarding working from home] and that you understand your responsibilities as an employee working from home.

### Other

- Confirming you have considered any other safety issues and raised them with the HR Manager to be considered.
- Confirming you taken a photo of your work area and attached it to the checklist.

If you are not able to confirm any of the above statements as being true, please explain why and comment on how you intend to avoid the potential hazard or risk

---

---

---

---

---

**Employee Signature**

**Date:**

---

---