



Working from Home Office

Checklist

Name of person working from home office.....

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.

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 setting up a computer workstation.

2. 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.
- Location, height and other physical characteristics of furniture and computer are suited to the task and take into consideration other factors eg., 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 eg., hot cooking surfaces in the kitchen.
- There is sufficient ventilation and thermal comfort, 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 to allow unimpeded passage.



3. *Nature of the Hazard*

- Security is sufficient to prevent unauthorised entry by **intruders**.
- When **working in isolation** at home, a “call-in” procedure has been established to periodically confirm with the Department that the home worker has not been injured, particularly for more hazardous work.

4. *Electrical*

- Power outlets are not overloaded with double adapters and power boards.
- Earth leakage circuit protection is in place – whether through power boards, or mains.
- Electrical equipment used for work is in good condition and safe.

5. *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.

6. *Other*

- Telephone or other suitable devices are readily available to allow effective communication in emergency situations.
- Emergency contact numbers and details are known ie., 000 for fire, ambulance or police, or specific numbers for University contacts.
- Smoke detectors are installed in/near the work area and properly maintained to provide early warning of fire.
- Incidents are reported promptly to the faculty manager.

List actions or equipment required to work from home:

Date check completed / /