

## Working from Home – Work Health and Safety Checklist

<b>Staff member's name:</b>	
<b>Immediate supervisor's name:</b>	

### General Information

<b>Description of work to be done from home</b>		
<b>Average number of hours/days sitting at desk</b>		
<b>Any existing injuries/concerns</b>		

	Yes/No	Comment/Action Required
<b>Chair (see diagram overleaf for guidance)</b>		
Chair – adjustable to get correct height, back rest adjustable to get lumbar support, seat size supports legs	Y/N	
Feet flat on floor or foot rest used	Y/N	
Posture advice – can you obtain comfortable sitting position with back supported & arms at correct height?	Y/N	
Chair has 5 star base for stability	Y/N	
<b>Desk</b>		
Suitable height, size – see position of arms in picture overleaf	Y/N	
Sufficient space on desk for equipment required for the task e.g. document holder, printer, phone	Y/N	
Sufficient leg space under desk	Y/N	
<b>Computer screen (PC)</b>		
Height – top of screen is approximately at eye level	Y/N	
Minimise glare – screen angled away from window	Y/N	
Screen directly in front of you and about an arm's length away	Y/N	
Document holder used for hard copy documents	Y/N	

Adapted from:  
 Flinders University (April 2020). *Temporary Working from Home – Work Health and Safety Agreement and Checklist (PDF)*  
 Available at: <https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/working-from-home>

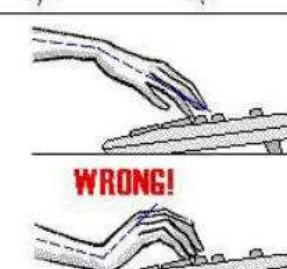
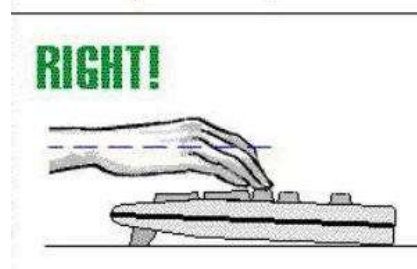
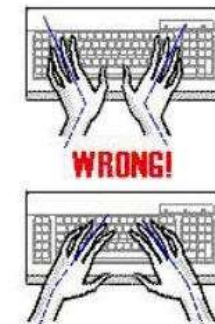
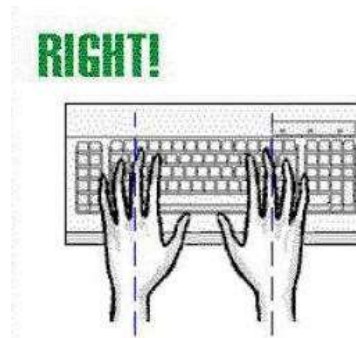
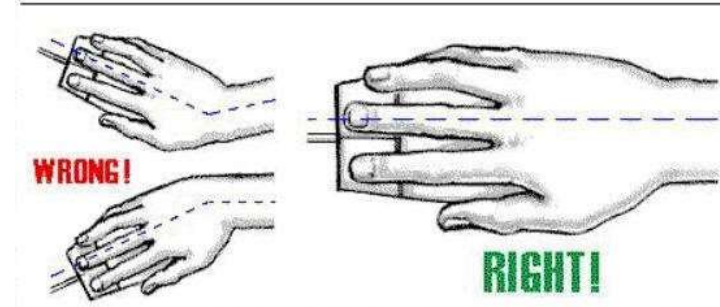
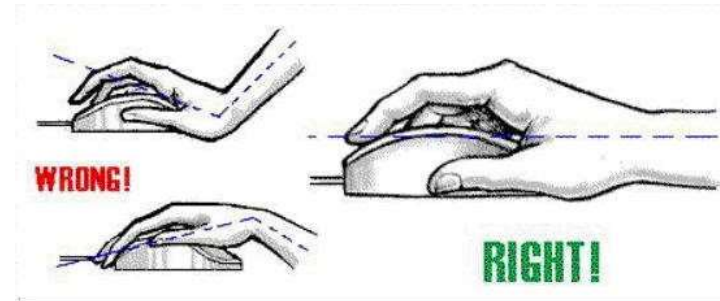
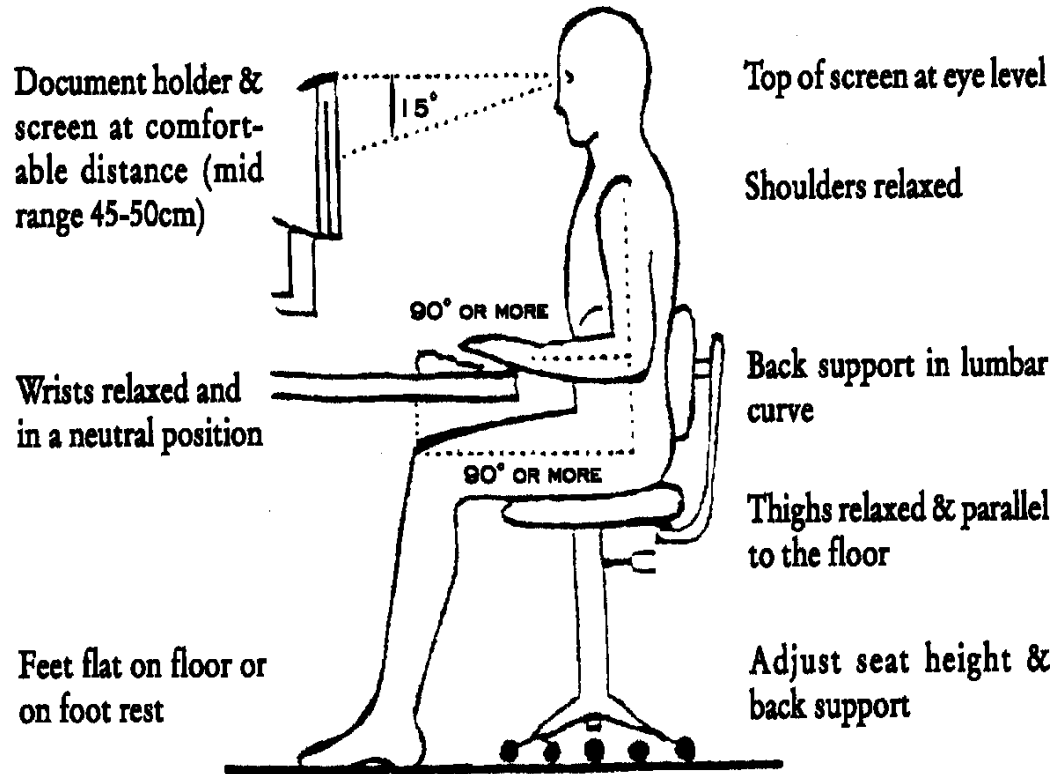
<b>Laptop computer</b>		
Docking Station or other suitable set-up so that top of screen is approximately at eye level	Y/N	
External keyboard and mouse available if laptop used > 1 hour at a time	Y/N	
<b>Keyboard and mouse</b>		
Keyboard positioned directly in front of you	Y/N	
Mouse next to keyboard – easy access, arm in close (no stretching required)	Y/N	
Hand/arm position correct height and comfortable	Y/N	
<b>Work environment</b>		
Walk-ways clear of clutter and trip hazards (e.g. trailing electrical cords, boxes, pets, rugs)	Y/N	
Work area is segregated from other hazards in the home e.g. hot cooking surfaces in the kitchen	Y/N	
Path to exit is reasonably direct, free from trip hazards and not obstructed, to allow easy exit in case of fire	Y/N	
Light – work easy to see and the light is comfortable for your eyes; eliminate glare	Y/N	
Noise – minimal distracting/disruptive noises	Y/N	
Temperature – comfortable range for working	Y/N	
Smoke detectors are installed, working and properly maintained	Y/N	
<b>Electrical safety</b>		
Safe and neat storage of cords/cables/phone lines	Y/N	
RCD, power boards with safety switch present / in use	Y/N	
<b>Wellbeing</b>		
Take regular postural/stretching breaks to reduce intense periods of repetitive movement. Work no longer than 5 hours without an unpaid meal break of no less than 30 minutes	Y/N	
Stretch regularly (every 30 - 40 min)	Y/N	
Social isolation – are you able to maintain contact with your supervisor and peers?	Y/N	
Safe from aggression and/or violence?	Y/N	
<b>Comments</b>		

Staff member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Example of Correct Seating and Equipment position for Computing



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