WORKING From Home SWP COVID-19

Purpose

1. This procedure provides advice on the health and safety duty of care regarding personnel working from home as well as recommendations to manage the risk of working from home.

Duty of Care

1. When personnel work from home, health and safety duties of care still apply to that workplace including ensuring personnel are not exposed to hazards and the risk of harm to personnel has been eliminated or reduced as far as reasonably practicable.
2. It may not be practical for management to visit and inspect all home workplaces. In this instance management is instead expected to conduct due diligence to ensure these workplaces are safe for personnel.

Requirements

1. Ensure all personnel working from home have been:
   1. Inducted into the organisation’s health and safety processes and instructions,
   2. Trained in conducting their job safely, and
   3. Provided access to health and safety documentation and information at their home workplace.
2. Managers are to distribute the *Working From Home Checklist* to personnel working from home to complete and return this to their immediate supervisor:
   1. Supervisors are to review completed *Working From Home Checklists* and discuss any potential hazards with individual personnel, including what control measures are required e.g. take a suitable office chair home, implement child safe barriers around work areas etc.
3. Supervisors are to arrange regular communication with personnel working from home. The frequency and method of this communication is at the supervisors’ discretion in consultation with personnel.
4. Whilst working from home, personnel are still required to comply with the organisation’s policies and procedures.

Related Documents

1. *Working from Home Checklist*