Working from Home Checklist

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| --- | --- | --- | --- | --- | --- | --- |
| **Employee Details** | | | | | | |
| **Name** |  | **Phone** |  | | | |
| **Position** |  | **Email** |  | | | |
| **Address** |  | | | | | |
| **Manager Details** | | | | | | |
| **Name** |  | **Phone** |  | | | |
| **Position** |  | **Email** |  | | | |
| **Working from Home Check** | | | | | | |
| **Date Completed** | |  | | | | |
| **Item** | **Requirements** | | | **✓** | **🗴** | **N/A** |
| **Chair** | The chair is easily adjusted from a seated position (i.e. seat back height & angle, seat height) | | |  |  |  |
| The seat back is adjusted so the lumbar support of the chair supports the lower back | | |  |  |  |
| The forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted | | |  |  |  |
| When chair height is adjusted appropriately, the feet are positioned on the ground | | |  |  |  |
| If feet are not positioned on the ground, a foot rest is provided | | |  |  |  |
| Seat back angle is adjusted so user is in an upright position when using keyboard | | |  |  |  |

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| **Workstation Desk** | Desk is large enough for the completion of mixed tasks, such as computer and reading/writing |  |  |  |
| Desk is between 680mm – 735mm high, or an appropriate height for the employee |  |  |  |
| If desk height is adjustable – is this easily adjusted? Adjusted so forearms are parallel to floor or angled down slightly. |  |  |  |
| Desk is designed so frequent trunk twisting/rotation is not required |  |  |  |
| User is able to sit close to workstation without any impediment  *(Check that the desktop is thin, chair arms are not in the way, clear leg room)* |  |  |  |
| If documents are regularly referred to, they are positioned & supported (i.e. use of document holder, or desk slope to avoid unnecessary neck movement |  |  |  |
| **Monitor** | Is positioned at approximately an arms distance when in an upright seated position |  |  |  |
| Is positioned at an appropriate height (neck remains in a neutral position – not required to look upwards or downwards to view the monitor) |  |  |  |
| If using a laptop, this is either raised or is positioned on a docking station |  |  |  |
| Monitor is positioned away from direct light sources and is free from glare/reflection |  |  |  |
| Keyboard and Mouse |  |  |  |
| Elbows remain close to side of body when keyboard and mouse are utilised |  |  |  |
| Mouse is at the same level as the keyboard |  |  |  |
| Separate keyboard and mouse is used if utilising laptop for extended periods |  |  |  |

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| **Work Environment** | Lighting is adequate (able to read/refer to document without eye strain) | | | | | |  |  |  |
| Noise levels are not distracting from task concentration | | | | | |  |  |  |
| Ventilation (natural or artificial) is adequate | | | | | |  |  |  |
| All electrical wiring is safely placed around the office, this includes:   * no wires underneath chairs or in walk ways or doorways * no overloaded power points * all electrical points are installed by a certified electrician * wiring is not exposed, damaged or exposed to liquids or heat | | | | | |  |  |  |
| The home worksite is equipped with a working smoke alarm | | | | | |  |  |  |
| A first aid kit is nearby | | | | | |  |  |  |
| Any children or pets are not exposed to hazards/risk, appropriate to their age, capabilities | | | | | |  |  |  |
| Evacuation routes and methods are known | | | | | |  |  |  |
| Evacuation routes are clear from any obstructions | | | | | |  |  |  |
| **Manager Review** | | | | | | | | | |
| **Date Check Received** | |  | | | **Accepted?** |  | | | |
| **Comments** | | | | | | | | | |
|  | | | | | | | | | |
| **Endorsement** | | | | | | | | | |
| **Name** | | | **Position** | **Date** | | **Signature** | | | |
|  | | | Employee |  | |  | | | |
|  | | | Manager |  | |  | | | |