



Working from Home Checklist

This checklist is to be completed by staff members intending to work from home. This checklist should be completed by the staff member applying to work from home and should be reviewed by the supervisor prior to the staff member commencing a working from home arrangement to determine if the home work area is appropriate and or if any equipment or furniture is required. It is recommended that the staff member should also attend Preventing Occupational Overuse Injury Training.

Name:		Name of Supervisor:	
School / Unit:		School / Unit:	
Phone:		Phone:	
E-mail:		E-mail:	

Chair	
The chair is easily adjusted from a seated position (Seat back height and angle, seat height)	Yes / No / N/A
The seat back is adjusted so the lumbar support of the chair supports the lower back	Yes / No / N/A
The forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted	Yes / No / N/A
When chair height is adjusted appropriately, the feet are positioned on the ground	Yes / No / N/A
If feet are not positioned on the ground, a foot rest is provided	Yes / No / N/A
Seat back angle is adjusted so user is in an upright position when using keyboard	Yes / No / N/A
WorkStation Desk	
Desk is large enough for the completion of mixed tasks (computer and reading / writing) <i>(Australian Standard 4442:1997 advises this should be at least 1600mm x 800mm)</i>	Yes / No / N/A
Desk is between 680mm and 735 mm high	Yes / No / N/A
If desk is height adjustable - is this easily adjusted? Adjusted so forearms are parallel to floor or angled down slightly?	Yes / No / N/A
Desk is designed so frequent trunk twisting / rotation is not required	Yes / No / N/A
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)	Yes / No / N/A
If documents are regularly referred to, they can be positioned and supported (ie. use of document holder, or desk slope) to avoid unnecessary neck movement (looking sideways / downwards).	Yes / No / N/A
Monitor	
Is positioned at approximately an arms distance when in an upright seated position	Yes / No / N/A
Is positioned at an appropriate height (<i>neck remains in a neutral position - not required to look upwards or downwards to view monitor</i>)	Yes / No / N/A
If using a laptop, this is either raised, or this is positioned on a docking station	Yes / No / N/A
Monitor is positioned away from direct light sources and is free from glare / reflection	Yes / No / N/A
Keyboard and Mouse	
Elbows remain close to side of body when keyboard and mouse are utilised	Yes / No / N/A
Mouse is at the same level as the keyboard	Yes / No / N/A
Separate keyboard and mouse is used if utilising laptop compute for extended periods	Yes / No / N/A
Work Environment	
Lighting is adequate (able to read / refer to documentation without eye strain)	Yes / No / N/A
Noise levels are not distracting from task concentration	Yes / No / N/A
Ventilation (natural or artificial) is adequate	Yes / No / N/A
Date Completed: _____	

Actions or equipment required

List any actions or equipment (eg. document holder, monitor stand) or modifications (eg. workstation adjustments) required:

For further information:

- Contact Annette MacManus (Return to Work Co-ordinator), on 9385 3784
- Refer to UNSW Ergonomic Guidelines ([http://www.riskman.unsw.edu.au/ohs/policy/\(h\)Ergonomics%20Policy%20Draft%209%20April%202002.pdf](http://www.riskman.unsw.edu.au/ohs/policy/(h)Ergonomics%20Policy%20Draft%209%20April%202002.pdf))
- Attend Preventing Occupational Overuse Injury Training. Workshops are completed monthly (Please see RMU Website for dates <http://www.riskman.unsw.edu.au/ohs/training1.htm>)

Please forward completed form to the **Return to Work Co-ordinator**, The Risk Management Unit, The Golf House or fax to **9663 4203**

Signed: _____
(Staff Member)

Date: _____

Signed: _____
(Supervisor)

Date: _____

Risk Management Review

Date Received: _____

Comments: _____

Signed: _____
(Return to Work Co-ordinator)

Date: _____

Reference List:

Australian/New Zealand Standard: 4442:1997 *Office Desks*. Standards Australia

Australian Standard 3590.2-1990. *Screen Based Workstations - Part 1. Workstation Furniture* Standards Australia.

Health Safety in the Office, NSW WorkCover Authority, 1993.

Keyboard Workstation Assessment Inspection Checklist, University of Melbourne.

Keyboard Workstation Assessment Inspection Checklist, WorkSafe Australia.