This self-assessment checklist must be completed by all employees who will be working from home, with the exception of arrangements which are casual/adhoc in nature.

The purpose of this checklist is to determine the adequacy of the employees' working from home arrangements to ensure that the home-based work environment and workstation meets a standard similar to that provided within your usual office location.

The checklist will be reviewed by your Supervisor/Manager/Employer prior to working from home arrangements being accepted. This is to ensure we can continue to maintain a safe working environment for all of our employees as per our obligation under the Work Health and Safety Act 2011.

Where a deficiency is identified, it is the responsibility of the employee to purchase/source any required furniture or equipment that is needed to meet the minimum requirements defined within Sections 2 and 3 following. Where this is not practicable for any reason, this will need to be discussed with your Supervisor/Manager/Employer to determine whether an alternative arrangement/resolution can be achieved.

Section 1 – General Details			
Full name:		**Date of assessment:**	
Job title:		**Usual office location:**	
Email address:		**Contact phone number:**	
WFH arrangement: *(e.g. no. days per week or period of arrangement)*			

Within Sections 2 and 3, please respond to each question with a 'Yes', 'No' or 'N/A' (not applicable) response.

Section 2 – Home Work Environment	Yes	No	N/A
There is a dedicated work area (e.g. study) away from distractions (e.g. TV, family members).	☐	☐	☐
House and work area is free from slip, trip and fall hazards, uncluttered and is cleaned/tidied regularly.	☐	☐	☐
Noise levels are not distracting from focus and concentration.	☐	☐	☐
Lighting (natural and/or artificial) is adequate (e.g. able to read easily, eyes do not get strained).	☐	☐	☐
Room is well ventilated and temperature and airflow is at a comfortable level (not too hot or too cold).	☐	☐	☐
Suitable amenities are available and in good working order (e.g. toilet, drinking water).	☐	☐	☐
Home electricity is connected to a safety switch within meter box.	☐	☐	☐
Electrical equipment items (e.g. power cords) are in a good condition and free from obvious damage.	☐	☐	☐
The internet connection is reliable.	☐	☐	☐
There is access to a phone (with reception) for communication purposes, or to call for help.	☐	☐	☐
Smoke alarms are installed and operational, and a basic first aid kit is available with contents in date.	☐	☐	☐
A safe means to evacuate is available in the event of a fire or other emergency situation.	☐	☐	☐
If using a home (not work) computer/laptop, it has a suitable operating system and virus protection.	☐	☐	☐
Security/disposal arrangements are in place when working with confidential / sensitive information.	☐	☐	☐

Section 3 – Home Workstation Set-Up	Yes	No	N/A
Chair			
Chair height is adjustable, and can be easily adjusted from a seated position.	☐	☐	☐
Chair height has been adjusted so feet are comfortably flat on the floor, the thighs are approximately horizontal and the lower legs are approximately vertical (so minimal pressure on underside of thighs).	☐	☐	☐

Section 3 – Home Workstation Set-Up			
	Yes	No	N/A
Where feet are not comfortably flat on the floor, a foot rest (or similar) is available and used.	☐	☐	☐
Back/lumbar support fits the curve of the lower back.	☐	☐	☐
Forearms and wrists are parallel to the floor.	☐	☐	☐
There is a 2-3 finger clearance between the front of the chair and the back of the knee.	☐	☐	☐
Chair arms do not affect ability to get close enough to desk (or they have been removed).	☐	☐	☐
Chair is in good working order and functions as intended.	☐	☐	☐
Desk			
Desk is large enough for its intended use / type of work to be completed.	☐	☐	☐
Desk design does not require frequent twisting or rotation.	☐	☐	☐
Space under desk is as clear as possible.	☐	☐	☐
Desktop computer set-up			
Keyboard is positioned as close to the front of the desk as possible (approximately 50mm from front).	☐	☐	☐
When typing, upper arms and elbows are close to the body with forearms, wrists and hands held straight in a neutral position (forearms should be 90 degrees to upper arms).	☐	☐	☐
Mouse is positioned as close as possible to the keyboard, and at the same height as the keyboard.	☐	☐	☐
Monitor/s is/are positioned so that the top of the screen is level with or slightly lower than eyes when sitting upright, with the distance approximately an arm's length away from usual seated position.	☐	☐	☐
If monitor is too low, a sturdy platform is used to increase the height to the required level.	☐	☐	☐
Monitors are not glary (or a glare guard is used).	☐	☐	☐
Brightness and contrast controls are at a level of comfort.	☐	☐	☐
Laptop			
Laptop is either in a docking station or positioned on a laptop stand.	☐	☐	☐
When using a laptop, a separate keyboard and mouse is used.	☐	☐	☐
Laptop screen and separate keyboard and mouse is set up per desktop computer set up above.	☐	☐	☐
Other desktop accessories			
High use desktop items are placed within arm's reach.	☐	☐	☐
Document holder is used when needing to read / refer to source documents for prolonged periods.	☐	☐	☐

For any 'no' response within Sections 2 and 3, provide further explanation below, where necessary.

Photo evidence to confirm your responses to the statements within Sections 2 and 3 must be provided. You may add the photo/s into the textbox fields following OR email a digital copy when returning this completed checklist.

Section 4 – Photo Evidence of Workstation / Work Area

Section 5 – Employee Declaration

I, ... confirm:

- My responses to Sections 2 and 3 are a genuine and accurate reflection of my home-based work area and workstation
- I will use a properly set up work area and workstation to complete desktop-based tasks when working from home
- I will lift / handle objects while adopting correct lifting techniques
- I will maintain regular contact with my supervisor/manager/employer, colleagues, clients and stakeholders, as relevant
- I will work the days/hours required of me, as per my employment contract (unless otherwise agreed in writing)
- I will be contactable during my usual/agreed working hours
- I will not be under the influence of alcohol or prohibited drugs during my usual/agreed work days/hours
- I will report any incidents that occur to my supervisor/manager/employer as soon as is reasonably practicable
- I am responsible for the purchase of suitable workstation equipment (unless otherwise agreed in writing with employer).

Signature:		**Date:**	

Section 6 – Employer Acceptance

Based on the information provided by the employee, the employee is permitted to work from home, as agreed.

Name:		**Signature:**	
Role:		**Date:**	

Clarify below any follow-up actions taken / agreed prior to supporting this arrangement: