

WHS Legislation applies when YOU, the worker are working from home. Both PCBUs and workers have an obligation under WHS Legislation to ensure as far as reasonably practicable a worker's work area at home meets workplace health and safety requirements.

Worker Name _____

Home Based Office _____

Street Address _____

Contact Details

Phone: _____

Email: _____

Date / /

Prior to working from home, please ensure the following checklist is completed and submitted to Davidson prior to working from home.

1. Workstation	Yes / No	Comments
1.1. Is the workstation size adequate for the tasks to be performed?	<input type="checkbox"/> Y <input type="checkbox"/> N	
1.2. Is there adequate leg space to allow free leg movement under the workstation?	<input type="checkbox"/> Y <input type="checkbox"/> N	
1.3. Is the work surface a single continuous surface?	<input type="checkbox"/> Y <input type="checkbox"/> N	
1.4. Is a footrest available?	<input type="checkbox"/> Y <input type="checkbox"/> N	
1.5. Is the non-adjustable workstation between 680-720mm in height?	<input type="checkbox"/> Y <input type="checkbox"/> N	
1.6. Are most frequently used items within easy reach from the seated position?	<input type="checkbox"/> Y <input type="checkbox"/> N	
1.7. Are cables stored out of the way?	<input type="checkbox"/> Y <input type="checkbox"/> N	

2. Chair	Yes / No	Comments
2.1. Do you have a fully adjustable chair?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2.2. Does the chair have a five star base?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2.3. Does the chair move freely?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2.4. Is there adequate lumbar support?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2.5. Is the padding adequate?	<input type="checkbox"/> Y <input type="checkbox"/> N	

3. Computer, Screen, Keyboard	Yes / No	Comments
3.1. Is the screen approximately arm's length from user?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3.2. Is the screen height approximately 400mm above work surface?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3.3. Are characters sharp (no fuzzy edges) standing out against background?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3.4. Can the screen be adjusted (tilted up and down)?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3.5. Is there adequate space to use the keyboard in front of the screen?	<input type="checkbox"/> Y <input type="checkbox"/> N	

4. Mouse	Yes / No	Comments
4.1. Is the mouse on the same height surface as the keyboard?	<input type="checkbox"/> Y <input type="checkbox"/> N	
4.2. Can the mouse be used on either side?	<input type="checkbox"/> Y <input type="checkbox"/> N	

5. Other Equipment	Yes / No	Comments
5.1. Is a printer required?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.2. Is a document holder required?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.3. Does the document holder support the documents adequately?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.4. Are the documents easy to read and manipulate?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.5. Is a headset required?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.6. Is there adequate storage space?	<input type="checkbox"/> Y <input type="checkbox"/> N	

6. Environment	Yes / No	Comments
6.1. Is there adequate lighting for the tasks being performed?	<input type="checkbox"/> Y <input type="checkbox"/> N	
6.2. Can glare be controlled by window coverings?	<input type="checkbox"/> Y <input type="checkbox"/> N	
6.3. Is the room temperature, humidity and air flow comfortable? Heating and cooling as required?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N	
6.4. Have you attached a photo of your home workstation?	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, when will this be provided?

7. Other Considerations	Yes / No	Comments
7.1. Is the floor space free from tripping hazards?	<input type="checkbox"/> Y <input type="checkbox"/> N	
7.2. Is the PC protected by a surge protector and circuit breaker?	<input type="checkbox"/> Y <input type="checkbox"/> N	
7.3. Are there adequate power outlets to run a PC and other equipment?	<input type="checkbox"/> Y <input type="checkbox"/> N	
7.4. Are all power cables, leads, power boards, etc in good condition?	<input type="checkbox"/> Y <input type="checkbox"/> N	
7.5. Is there a functioning smoke detector in the house?	<input type="checkbox"/> Y <input type="checkbox"/> N	
7.6. Is there safe access and egress provided?	<input type="checkbox"/> Y <input type="checkbox"/> N	
7.7. Has the employee completed OH&S training?	<input type="checkbox"/> Y <input type="checkbox"/> N	

Work from Home Policy

Prior to working from home, please ensure the following conditions have been met to minimise the risk of illness or injury whilst performing work for Davidson/Host Employer (PCBU).

General

- Duties performed while working from home will be clerical or computer based
- Regular breaks are taken throughout the day
- Duties will be undertaken in suitable attire including footwear
- Written evidence of agreement to work at home including one or two day ad-hoc arrangements
- Your Host Employer is to be aware of any travel that will take place regularly during work start and finish times whilst working from home
- You agree to be contactable and available for communication while working from home

Workplace Health and Safety

- All Davidson and Host Employer Workplace Health and Safety policies shall, as far as practicable, apply while working from home
- You will notify your Davidson and your Host Employer of any work related accident, injury, illness or disease arising out of home based work and complete the Incident Report Form
- First aid equipment is readily available
- Security is sufficient to prevent unauthorised entry by intruders

Please discuss with your Host Employer/Davidson Consultant/Davidson Safety Officer if you have any questions or concerns about your workplace.

Worker Site Validation

By signing this assessment you agree that:

1. You have read the Work from Home Policy above and addressed the required conditions to minimise the risk of illness or injury whilst performing work for Davidson/Host Employer.
2. Duties performed while working from home will be clerical or computer based.

Contact name:

Date: / /