

## Working From Home: Employee Checklist

Name of Employee: \_\_\_\_\_  
 Name of Manager: \_\_\_\_\_  
 Date Assessed: \_\_\_\_\_  
 Location: \_\_\_\_\_

Assessor: \_\_\_\_\_  
 Signed by company representative: \_\_\_\_\_  
 Signed by employee: \_\_\_\_\_

### Guidance Info

This checklist is designed as a guide for employees to assess their home office environment. This guide has been developed to align with Australian legislative requirements and Ergonomic best-practice. Employees should be aware of all relevant policies and procedures covering health and safety matters related to working from home when using this checklist.

This should be used as a guide only and it is recommended that professional assistance be sought for assessment of identified issues or uncertainties. It is recommended that the checklist be retained by the employer and employee.

### Home Office Layout

Yes

No

- The layout of the work area is suitable for the tasks
- There is sufficient area in which to work
- Potential for interruption of work is minimised
- Walkways are clear and clutter-free









### Comments

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### Electrical equipment

Yes

No

- Sufficient general purpose outlets (GPOs) for required equipment and appliances
- Switches, plugs and GPOs are in good condition
- Electrical cords are safety stored
- Power boards with overload protection are used if sufficient GPOs are not available
- Equipment / appliances are earthed or double insulated. Look for the double insulation symbol on the specification plate (square inside square)
- Electrical equipment is tested at appropriate intervals
- Smoke detector is installed and in working order

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Comments		
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<b>Environmental Conditions</b>	<b>Yes</b>	<b>No</b>
- Floor is level and no trip hazards (i.e. Cables/Mats/rugs)	<input type="checkbox"/>	<input type="checkbox"/>
- There is no excessive noise in the work area	<input type="checkbox"/>	<input type="checkbox"/>
- There is adequate ventilation and room temperature control (i.e. Air-con / heating)	<input type="checkbox"/>	<input type="checkbox"/>
- It is a non-smoking environment	<input type="checkbox"/>	<input type="checkbox"/>
- There is adequate lighting levels for the tasks	<input type="checkbox"/>	<input type="checkbox"/>
- Glare and reflection can be controlled	<input type="checkbox"/>	<input type="checkbox"/>
- A First Aid Kit is stored on location	<input type="checkbox"/>	<input type="checkbox"/>
Comments		
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<b>Emergency Exits and Security</b>	<b>Yes</b>	<b>No</b>
- Access to the exit is reasonably direct	<input type="checkbox"/>	<input type="checkbox"/>
- Path to exit is sufficiently wide and allows unimpeded passage	<input type="checkbox"/>	<input type="checkbox"/>
- The work area can be secured	<input type="checkbox"/>	<input type="checkbox"/>
- A communication procedure has been established between employee and employer	<input type="checkbox"/>	<input type="checkbox"/>
- Emergency contact details are known and visible	<input type="checkbox"/>	<input type="checkbox"/>
Comments		
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<b>Workstation(s)</b>	<b>Yes</b>	<b>No</b>
Chair		
- Chair has 5 point base	<input type="checkbox"/>	<input type="checkbox"/>
- Chair is fully adjustable (i.e. height, tilt, backrest height)	<input type="checkbox"/>	<input type="checkbox"/>
o Height of chair (floor to top of seat pan): _____mm	<input type="checkbox"/>	<input type="checkbox"/>
- Chair has adequate lumbar support	<input type="checkbox"/>	<input type="checkbox"/>
- Chair is in good condition	<input type="checkbox"/>	<input type="checkbox"/>
- Chair moves easily on floor surface	<input type="checkbox"/>	<input type="checkbox"/>
- Arm rests do not prevent close access to desk	<input type="checkbox"/>	<input type="checkbox"/>

