

Working from Home Arrangements

Approval to work from home is subject to individual situations, business objectives, operational and Work Health & Safety (WHS) requirements. This procedure applies to Robert Walters' workers – *temporary/contingent workers, independent contractors*

If eligible/approved by your Host Client, requests for hybrid working are to be made to your Robert Walters' Consultant.

State	VIC		NSW		QLD		SA		WA		AUC		WELL		CHC	
Address																
Date:																

Your Name & Email:															
Host Client:															
Host Manager Name & Email															
Robert Walters' Consultant:															

Working from Home Safely Requirements –


- The home-based office must be assessed for a working from home arrangement. The completion and return of this Assessment are required. Robert Walters' WHS Advisor will review this checklist to ensure your home-based workplace meets WHS requirements.
- Your home-based office must be located at your usual place of residence.
- Your Host Client is responsible for providing you with any equipment required to conduct your Host Client's work from your home-based office.
- All workers must comply to Robert Walters' and the Host Client HR and WHS policies and procedures as applicable.
- All terms under your Worker Contract apply to this arrangement – ie. Work hours, breaks.
- Your obligation to promptly notify your Robert Walters representative AND your Host Client immediately, of changes in your working from home.

Your responsibilities -

- You have a responsibility to ensure your own personal safety and wellbeing while you are telecommuting.
- Set up your workstation to a similar standard as your office-based work location.
- Understand and agree that all WHS protocols and procedures apply when telecommuting, including reporting all incidents.
- Complete this self-assessment and provide accurate information and photos of your designated workstation.
- Maintain regular communication with your Host Client manager and your Robert Walters' Consultant.

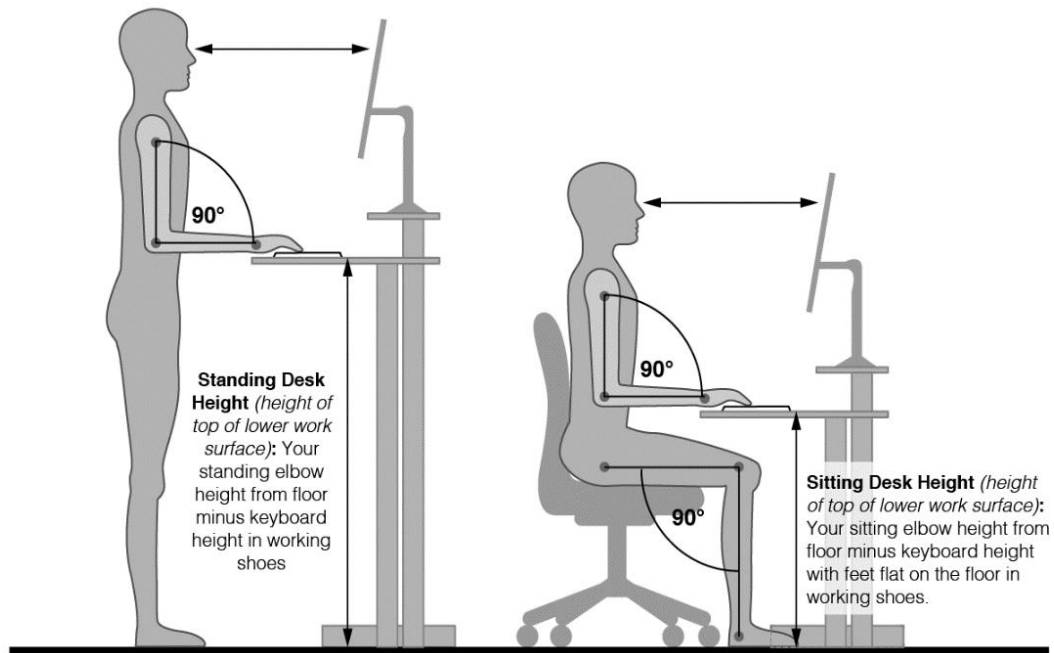
Working from home safely

Please complete the following Assessment Checklist in relation to your home-based work site.
Photographs are required – to be of your workstation and chair only.

General Layout		Yes	No	N/A
Do you have a separate office available for work?				
Do you climb stairs to your home office?				
Is the lighting in this office bright enough for you to do your work without straining your eyes?				
Does the layout of your work office allow easy access to work equipment?				
What type of floor covering/s do you have in your office?				
Is the floor cleaned on a regular basis – free from clutter?				
Is there any change that may impact your health and safety while at your home office eg. renovations.				
If yes, explain here -				
Work Tasks				
What type of work tasks will you be doing in your home office?				
Communication & Supervision				
Have you agreed on a reasonable communication process with your manager, while working from home eg. Daily call-in or email check-ins - mornings and/or afternoons.				
First Aid / Injury / Illness Notification				
Is there a designated first aid kit in your home?				
Are you aware of the emergency/incident reporting procedures for your Host Client and Robert Walters ie. You must report incidents/near misses as soon as possible.				
Electrical		Yes	No	N/A
Are all appliances, power leads, power points in good condition?				
Are there power leads across any passageway?				
Do you have a safety switch installed?				
Power outlets are not overloaded with double adapters and power boards?				
Emergency Control				
Are there fire detection units installed and regularly checked in your home workplace?				
Where are these detection units located?				
Are there fire extinguishers / fire blankets or other fire controls in your home?				
What evacuation procedures do you have in place should there be a fire? Eg. Evacuation routes to across street				
What security precautions are in place to prevent burglary or home violence? Eg. Crimsafe, deadlocks.				
COVID-19 Protocols				
Is your workstation at least 1.5m away from other persons at this location at all times?				
Is your workplace / workplace surfaces regularly disinfected?				
WHS 9.1.4 – ANZ WFH Safely Inspection Self-Checklist V9: Aug 2022 Resp: WHS		 ROBERT WALTERS		Page 2 of 7
		WHS Management System		

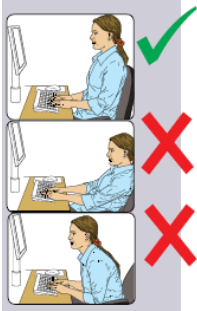
If you answer “NO” to any of the following questions, you need to adjust your workstation appropriately as recommended, to ensure your workstation safe.

Ergonomics

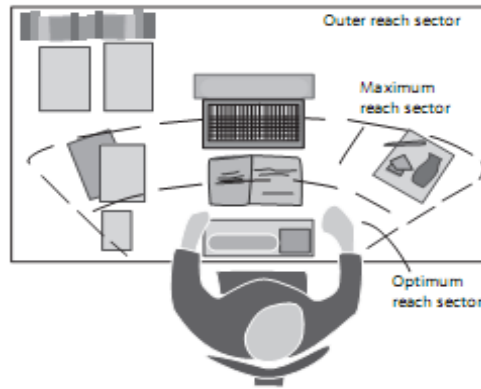


Chair

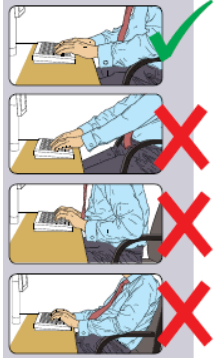
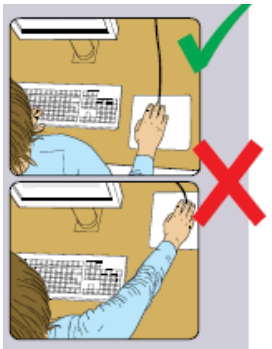
Check	Yes	No	N/A	Suggested Actions
<p>Do you have a chair that is height adjustable?</p> <p>Is the height of your chair appropriate? Check:</p> <p>Are shoulders relaxed (not hunched up), your elbows are by your side at 90 degrees, and your forearms positioned just above the desk surface.</p>				<ul style="list-style-type: none"> – If not, change chair to a suitable office chair – Increase the height of your chair if your elbows do not clear the desk, while positioned at 90 degrees
<p>Are your feet (with shoes on) able to be placed comfortably on the floor when you are seated?</p>				<ul style="list-style-type: none"> – If not, a footrest will be needed – DO NOT lower your chair or alter the arm position determined above
<p>Is the height of the backrest appropriate? Check:</p> <p>Is the height of the backrest adjusted so the lumbar support of the chair is positioned level with your hips?</p>				<ul style="list-style-type: none"> – Adjust the backrest height






<p>Is the angle of the backrest appropriate? Check:</p> <p>Is the backrest angle adjusted so that when you are sitting up straight (90 – 95 degree angle at the hips), the backrest is against your back and touching your shoulder blades?</p> 				<ul style="list-style-type: none"> - Adjust chair back - Obtain lumbar roll
<p>Is the depth of your seat appropriate? Check:</p> <p>Are you able to sit without feeling pressure from the chair seat on the back of your knees? Is there a 2-3 finger space between the back of your knee and the edge of your seat?</p>				<ul style="list-style-type: none"> - Adjust seat pan - Add a back support - Add a footrest
<p>If applicable - do your armrests allow you to get close to your workstation?</p>				<ul style="list-style-type: none"> - Adjust armrests - Remove armrests

Desk organisation



Check	Yes	No	N/A	Suggested Actions
<p>Is your desk large enough for all your work activities?</p>				<ul style="list-style-type: none"> - Reposition equipment as recommended above
<p>Are you able to sit close to desk with no impediments? If no, check:</p> <p>Are there any boxes, old equipment, clutter stored under your desk or on your chair that stop you from positioning your chair as close as possible to the desk?</p>				<ul style="list-style-type: none"> - Remove clutter under desk and on chair

<p>Are your keyboard, mouse and work surface at your elbow height, with elbow at a 90 degree angle?</p> 			<ul style="list-style-type: none"> - Re-check chair, raise or lower as needed - Check posture
<p>Is the centre of the alphabetical section of the keyboard positioned directly in front of you and the computer screen?</p>			<ul style="list-style-type: none"> - Move keyboard to correct position
<p>Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?</p>			<ul style="list-style-type: none"> - Move keyboard to correct position
<p>When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? The keyboard should be flat and not propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</p>			<ul style="list-style-type: none"> - Re-check chair, raise or lower as needed - Check posture - Check keyboard and mouse height
<p>Is your mouse at the same level and as close as possible to your keyboard?</p> 			<ul style="list-style-type: none"> - Move mouse closer to keyboard
<p>Is the mouse comfortable to use? You should be moving the mouse using your forearm as the pivot point and not your wrist. Use the scroll button feature and not move the mouse.</p>			<ul style="list-style-type: none"> - Rest your dominant hand by using the mouse with your non-dominant hand for brief periods

Desktop monitor / laptop				
				
Check	Yes	No	N/A	Suggested Actions
Is your monitor positioned at least an arm's length away?				– Reposition monitor
Is your main monitor height slightly below eye level? 				– Adjust height / add or remove monitor stand
Do you take regular eye breaks from looking at your monitor?				– Refocus eyes every 30 minutes
Is your monitor and work surface free from glare?				– Close window blinds
Do you work with a Surface / Laptop ? If yes, <u>note that these are not suitable for intensive or prolonged use on their own.</u> In a combination of desktop monitor and a laptop, – place the Surface / Laptop screen centred between your keyboard and your main monitor.				– Use docking station and external monitor/s – Reposition monitors and keyboard keeping in check recommended postures
Changing postures / regular stretching				
Check	Yes	No	N/A	Suggested Actions
Do you take regular breaks to do a micro stretch and change your posture? To prevent discomfort from sitting / standing for long periods – incorporate regular breaks to change your posture and stretch. 				– Do a few gentle micro-stretches using the following as a guide.

Sit stand workstations / desk units				
Check	Yes	No	N/A	Suggested Actions
Do you have a sit stand workstation? If yes, check: <ul style="list-style-type: none"> - Are you alternating between sitting and standing every 1-2 hours? - Note that sitting OR standing for prolonged periods is unhealthy. - Ensure prolonged periods are broken up by movement throughout the day, preferably 1-2 minutes every 20-30 minutes. - Frequent micro-breaks improve your level of comfort, work performance, and reduces the risk of musculoskeletal injury. 				<ul style="list-style-type: none"> - Incorporate micro breaks into work day to move muscles to vary your posture
Further – <ul style="list-style-type: none"> - Type of footwear worn - no heels – supportive footwear is recommended - When standing, position your chair to avoid creating a trip hazard for yourself or others - When raising and lowering your unit, be mindful that fingers and hands are clear of the moving parts 				

Sign-off				
<i>I certify that the information provided is correct. I understand that not following safety policies, rules and guidelines could endanger others and myself. My signature certifies that I have received and understood safety instructions and agree to abide by them.</i>				
Worker Signature: 				
Photograph of my workstation is attached to complete my WHS assessment:	Yes		No	

Please save and return email the completed “Working from Home Safely” document and your supporting photograph of your workstation to your Robert Walters’ Representative directly.

Internal Risk Assessment [RW only]	
Assessed Risk	
Further actions needed?	