

Working from Home – Work Area Self-Assessment


Employee Name			Assessment Date	
Proposed Working from Home Schedule	Number of weeks:		Number of days/week:	Number of hours/day:
Workstation Address/Location				

Notes:

✓ - Home office workstation complies with requirement.

Blank check box (no check mark) - home office workstation does not meet requirement or unsure.

Workstation Environment		✓
Floor space	<ul style="list-style-type: none"> There is adequate floor space to facilitate safe use of workstation 	<input type="checkbox"/>
Lighting	<ul style="list-style-type: none"> Lighting levels comfortable for tasks, absence of glare 	<input type="checkbox"/>
Noise	<ul style="list-style-type: none"> Noise levels acceptable Absence of distracting noise, workstation separated from any loud equipment or appliances, noise levels minimised as much as possible 	<input type="checkbox"/>
Ventilation	<ul style="list-style-type: none"> Adequate ventilation and comfortable thermal environment (temperature, humidity) 	<input type="checkbox"/>
Electrical safety	<ul style="list-style-type: none"> Safety switch/RCD installed on power circuit equipment will be plugged into Electrical equipment in good condition; no frayed cords No double adaptors or piggyback extension leads Individual switches on power boards Adequate electrical equipment ventilation 	<input type="checkbox"/>
Slips / Trips	<ul style="list-style-type: none"> Floor surface appropriate, non-slip Ensure rugs, cables, loose items don't pose a tripping hazard 	<input type="checkbox"/>
Work-related Storage	<ul style="list-style-type: none"> Storage shelves or filing cabinets are not overloaded, and/or anchored when necessary to avoid toppling Store heavy work-related items between waist and chest height 	<input type="checkbox"/>
Emergency	<ul style="list-style-type: none"> Emergency phone numbers are easily retrieved Suitable first aid supplies are available Operational smoke alarm installed 	<input type="checkbox"/>
Sedentary Work	<ul style="list-style-type: none"> Adequate rest breaks taken and postural variation every 30 minutes Change posture regularly by stretching, standing, walking and gently mobilising your body 	<input type="checkbox"/>
Psychosocial Hazards	<ul style="list-style-type: none"> Establish clear work start and finish times to maintain work-life balance Communicate regularly with colleagues via online or telephone to minimise social isolation Establish regular meetings with supervisor to discuss work activities, timeframes, schedule, workload, etc. 	<input type="checkbox"/>
Children	<ul style="list-style-type: none"> Childcare tasks (such as feeding, nappy changing) should not be performed in the designated workplace area Where possible children should be located in an area beyond the immediate workstation 	<input type="checkbox"/>
Information Technology	<ul style="list-style-type: none"> Consult ITS working remotely webpage to ensure required systems and programs are accessible and work properly while working from home 	<input type="checkbox"/>

Workstation Set up				✓
Ergonomics	<p>Apply the Computer Workstation Self-assessment Tool to the home workstation to minimise risk of musculoskeletal disorders.</p> <p>Optimal workstation set-up</p>  <ul style="list-style-type: none"> • Chair has adjustable seat height and backrest, with a stable 5-star castor base • Chair adjusted so elbows aligned to desk height (90 degree elbow angle) • Backrest adjusted to support lower back • Feet fully supported on floor or footrest • Monitor(s) an arm's length away • Position the top of monitor(s) at eye level • Hands and fingers are relaxed with wrists straight while using keyboard and mouse • Head is neutral, chin parallel to floor • Desk size supports equipment without restricting working postures. <ul style="list-style-type: none"> ○ Australian Standards (4442:2018) recommends: <ul style="list-style-type: none"> ▪ minimum desk size: 1200mm length x 700mm depth ▪ desk surface thickness: <33mm ▪ seated desk height: between 690-720mm • Adequate leg and knee space under desk • When working from a laptop, use external monitor, keyboard and mouse • Raise laptop screen to align to seated eye height 			<input type="checkbox"/>
Photographs of workstation				
Provide photos while using workstation in usual working posture.				
Chair		Power board		
Side view (working at desk)		Back view (working at desk)		
other		other		

Worker Declaration			
The information I have provided in completing this checklist is an accurate reflection of my home workstation environment.			<input type="checkbox"/>
I have completed the mandatory staff training module <i>Health, Safety and Wellness Induction OHSB08</i> and have provided confirmation to hr@uqcollege.uq.edu.au			<input type="checkbox"/>
For supervisors only: I have completed the mandatory staff training module <i>Supervisor Work Health and Safety Responsibilities OHSB24</i> and have provided confirmation to hr@uqcollege.uq.edu.au			<input type="checkbox"/>
I agree to inform my Supervisor if any discomfort develops that may be associated with my home computer workstation and report it in UQSafe .			<input type="checkbox"/>
I agree to reassess my home workstation following any changes to location, equipment or workstation set-up and provide an updated checklist and photos to hr@uqcollege.uq.edu.au			<input type="checkbox"/>
Name and signature:		Date:	

Complete this form and attach to your Flexible Work Arrangement application. Return completed documents to hr@uqcollege.uq.edu.au

References:

- HR4.1.03 UQ Flexible Work Policy and Procedure

Contact if you require assistance:

T:(07) 3365 6536 UQC WH&S

E:hr@uqcollege.uq.edu.au