Policy - Working from Home

Purpose & Scope

[Company] is committed to assist, where practical and appropriate, with the creation and maintenance of a safe and healthy environment at home for employees who are required to, or request to, work from home either on an ad hoc or ongoing basis.

Definitions

Work from Home – where an employee is allowed to regularly perform ordinary hours of duty at their home office.

Home office – an office set up in a private home or dwelling

Ad hoc basis – where an employee works from home on an irregular, infrequent and non-systematic basis. This would be defined as working from home no more that 10 days in a three month period.

Regular basis – where an employee works from home on a regular and systematic basis, either permanently or temporarily. An example would be an employee who worked from home on Monday and Tuesday, on a weekly basis.

Content

If an employee wishes to start to work from home, on either an ad hoc or permanent basis, they must obtain the approval of their manager. There may also be an instance when the Company may ask the individual to work from home, for example, when the office is temporarily unavailable.

All employee requests to work from home must be received and approved in writing prior to the commencement of the arrangement. The employee must agree to all of the relevant health and safety obligations and confirm their current address and contact details.

If there is a Health & Safety accident or incident at the home office the employee must notify their manager as soon as possible.

If the work from home arrangement is ad hoc, that is less than or no more that 10 days in a three month period, then the individual is required to complete the Ad Hoc Work from Home Checklist. In addition, the individual must read and comply with the Guide – Working from Home Safely.

Where the individual is seeking to work from home on a permanent basis they must complete a Home Office Self Assessment to confirm whether the home office meets the relevant health & safety requirements. The individual is required to provide photographs or a sketch of the home office set up including access to amenities such as the toilet and kitchen. The manager needs to make a determination, confirming whether the space is suitable. The manager should consider the following factors:

* Is the furniture suitable?
* Is the work area big enough?
* Is there sufficient space?
* Is the lighting suitable?
* Is there sufficient/suitable storage?
* Is the work area secure?
* Is the work area suitably located? (i.e. away from common areas such as on the dining room table)
* Is the work space uncluttered?
* Is the wiring and cabling neat and secure?
* Does the work area have easy access to a toilet and a kitchen?

If there are stairs do they have a railing?

If the manager determines that the home office space is not suitable, the manager and employee must work out an action plan to address the issues. No work is to be undertaken from home until the home office is suitable. Where additional purchases are required and the request to work from home has come from the individual, they will be required to cover all costs associated with making the home office compliant.

All documentation pertaining to the Work from Home arrangement must be placed on the individual’s personnel file.

Approvals & review

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| --- | --- |
| Policy review date: |  |
| Policy approved by title: | [Company] Pty Ltd |
| Policy approved by signature: |  |