



What do I have to do if I have employees working from home?

	Yes	No
Does the business plan the work that employees and volunteers will be doing from home, and formally assess the following criteria on a periodic basis, to ensure that employees working from home are in a safe environment?	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activity

Does the business ask the employee to confirm that:

	Yes	No
Repetitive movement is not continued for long periods without appropriate breaks	<input type="checkbox"/>	<input type="checkbox"/>

Breaks involve stretching and changing of posture, and possibly alternating activity	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Posture is comfortable and in accordance with setting up the workstation	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Any lifting, pushing, or carrying type task is well within the physical capacity of the person	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Trolleys or other mechanisms are used for moving heavy and awkward items	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Work Environment

Does the business ask the employee to confirm that:

	Yes	No
Level of illumination and location of lighting fixtures are suited to the activity	<input type="checkbox"/>	<input type="checkbox"/>

Location, height and other physical characteristics of furniture and computer are suited to the task and take into consideration other factors e.g. egress routes and direction of light sources	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Walkways are clear of clutter and trip hazards such as trailing electrical cords	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

The work area is segregated from other hazards in the home e.g. hot cooking surfaces in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

There is sufficient ventilation and thermal comfort, regardless of the season.	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Emergency egress

Does the business ask the employee to confirm that:

Yes No

Path to the exit is reasonably direct

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Path to the exit is sufficiently wide and free of trip hazards and obstructions to allow unimpeded passage.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Nature of the Hazard

Does the business ask the employee to confirm that:

Yes No

Security is sufficient to prevent unauthorised entry by intruders

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

When working in isolation at home, a “call-in” procedure has been established to periodically confirm that the home worker has not been injured, particularly for more hazardous work.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Electrical

Does the business ask the employee to confirm that:

Yes No

Power outlets are not overloaded with double adapters and power boards

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Earth leakage circuit protection is in place

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Electrical equipment used for work is properly tested and tagged as safe.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The individual involved

Does the business assess that:

Yes No

The worker’s fitness and health are suited to the tasks to be undertaken

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Any special needs to ensure health and safety are accommodated.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Other

Telephone or other suitable devices are readily available to allow effective communication in emergency situations

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Emergency contact numbers and details are known i.e. '000' for fire, ambulance or police

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

First Aid supplies are available (Type C kit minimum requirement)

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Smoke detectors are installed in the work area and properly maintained to provide early warning of fire

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

A properly maintained dry-chemical or carbon dioxide fire extinguisher is on-hand and the home worker is trained how to use this equipment to extinguish minor fires

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Incidents are reported promptly to the employer.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Safety Equipment Check-list

Yes No

First-aid kit, Type C or better

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Fire extinguisher, dry chemical or carbon dioxide

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Smoke detector, properly serviced.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.