



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



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?

### **Physical Activity**

Does the business ask the employee to confirm that:

Repetitive movement is not continued for long periods without appropriate breaks

Breaks involve stretching and changing of posture, and possibly alternating activity

Posture is comfortable and in accordance with setting up the workstation

Any lifting, pushing, or carrying type task is well within the physical capacity of the person

Trolleys or other mechanisms are used for moving heavy and awkward items

### **Work Environment**

Does the business ask the employee to confirm that:

Level of illumination and location of lighting fixtures are suited to the activity



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### Work Environment

Does the business ask the employee to confirm that:

- 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
- Walkways are clear of clutter and trip hazards such as trailing electrical cords
- The work area is segregated from other hazards in the home e.g. hot cooking surfaces in the kitchen
- There is sufficient ventilation and thermal comfort, regardless of the season

### Emergency egress

Does the business ask the employee to confirm that:

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

### Nature of the Hazard

Does the business ask the employee to confirm that:

- Security is sufficient to prevent unauthorised entry by intruders



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### **Nature of the Hazard**

Does the business ask the employee to confirm that:

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.

### **Electrical**

Does the business ask the employee to confirm that:

Power outlets are not overloaded with double adapters and power boards

Earth leakage circuit protection is in place

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

### **The individual involved**

Does the business ask the employee to confirm that:

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

Any special needs to ensure health and safety are accommodated.

### **Other**

Does the business ask the employee to confirm that:

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



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### Other

- Emergency contact numbers and details are known i.e. '000' for fire, ambulance or police
- First Aid supplies are available (Type C kit minimum requirement)
- Smoke detectors are installed in the work area and properly maintained to provide early warning of fire
- A properly maintained dry-chemical or carbon dioxide fire extinguisher is onhand and the home worker is trained how to use this equipment to extinguish minor fires
- Incidents are reported promptly to the employer.

### Safety Equipment Check-list

- First-aid kit, Type C or better
- Fire extinguisher, dry chemical or carbon dioxide
- Smoke detector, properly serviced.

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.